

- Advocating for emergency physicians and their patients;
- Connecting emergency physicians;
- Leading emergency medicine education;
- Fostering research and innovation;
- Defining standards for quality emergency care; and
- Collaborating with emergency care providers.

Academic Section of CAEP

Board approved on 2023-09-21

1. Mission and Vision:

Vision

To promote high quality emergency patient care through world-leading leadership, education, and research in emergency medicine

Mission Statements

- To improve emergency care of patients by enhancing academic emergency medicine at Canadian hospitals
- To foster and develop education, research and academic leadership amongst Canadian emergency physicians, residents, researchers, and students
- To provide mentorship in academic emergency medicine (EM)

2. Academic Section Domains and Committees

The Academic Section is comprised of the four core domains (Academic Leadership, Education Scholarship, Research and Quality Improvement and Patient Safety). There are currently five committees within these domains, each reporting directly and independently to the Academic Executive.

Academic Leadership Domain

Leadership Committee

Objectives:

- Create a database of academic activities, physician leaders, infrastructure, and resources at each Canadian medical school.
- Support academic EM departments, divisions or units at each medical school and teaching hospital to ensure appropriate status, resources, and infrastructure.
- Promote the training and development of academic leaders of Canadian EM.
- Encourage Canadian EPs at medical schools and teaching hospitals to join and actively participate in CAEP.
- Promote strong representation on the CAEP Board by physicians from medical schools and teaching hospitals.

Education Scholarship Domain

Education Scholarship Committee

Objectives:

- Support teaching programs and directors in the education of medical students, EM residents, off-service residents, EM fellows, faculty physicians, community physicians, and allied health professionals.
- Support specific EM educational programs, e.g. ultrasound, simulation.

- Promote scholarship of educational innovations through evaluation and dissemination.
- Promote the training and development of education scholars.
- Promote the development of clinician teachers amongst emergency physicians and residents.

Research Domain

Research Committee

Objectives:

- Promote high-quality research that improves patient care across Canada.
- Promote the training, development, and support of qualified EM researchers.
- Enhance collaboration amongst Canadian centres to conduct impactful EM research.
- Increase participation in CJEM activities at Canadian medical schools and teaching hospitals.
- Evaluate research conference abstract submissions via a peer-review method for the purpose of identifying high-quality presentations for CAEP's Annual Conference.
- Evaluate research grant proposals via a peer-review method for the purpose of supporting high-quality projects
- Using a peer-review method, evaluate applications to the Ian Stiell Researcher of the Year competition and the research abstract awards.
- Review and approve research surveys from CAEP members to be distributed to the consenting CAEP members.
- Review research protocols to provide letters of endorsement.

Network of Canadian Emergency Researchers

Objectives:

- To lead internationally in the conduct of high-impact emergency care research
- To collaborate with colleagues and interdisciplinary collaborators across the nation and beyond
- To build capacity in Canadian emergency care research
- To disseminate our findings through knowledge translation and exchange, ensuring the science has an impact on care, education scholarship, policy decisions, outcomes, and systems of care

Quality Improvement and Patient Safety (QIPS) Domain

QIPS Committee

Objectives:

- TO ENGAGE: To engage EM physicians, residents, and medical students with an interest in QIPS across Canada;
- TO CONNECT: To provide a forum for EM practitioners in Canada to discuss issues of and solutions to quality and safety in the ED;
- TO MENTOR: To provide information and mentorship to ED staff and trainees about training, certification and other opportunities as they pertain to QI and PS, in order to build capacity;
- TO ADVANCE: To advance the fields of QI and PS in EM, from both an academic and clinical standpoint, through country-wide collaborations;
- TO REPRESENT: To liaise with internal (e.g., CAEP's Academic Section of EM) and external (e.g., International Federation for Emergency Medicine [IFEM]) on issues that pertain to QI and PS.

3. Accountability:

The Section reports to and is accountable to the Board of Directors of CAEP as outlined in the CAEP Bylaws (Section 17.1.2). All intellectual property produced by the Sections and its committee will be owned by CAEP.

4. Activities¹:

Annual Academic Symposium

- The Academic Symposium is hosted once every four years by the research, leadership, education scholarship or QIPS committee to provide practical recommendations on improving EM.
- Three panels will be formed, as per the Academic Symposium Terms of Reference, to develop the Academic Symposium and will be reviewed and approved by the Section Executive.

5. Membership (if applicable):

The committee shall be open to all CAEP members (medical student, resident, or staff), with an interest in supporting the committee’s mission, vision and objectives. CAEP membership is required in order to participate with CAEP Committees and its activities as outlined in the CAEP Bylaws (Section 17.1.1). Membership will be verified annually in March and any committee members who do not renew will be removed from the Committee.

6. Deliverables:

Reports	Due	Description
<u>Mandatory</u> Annual Report	May	<ul style="list-style-type: none"> • Current initiatives and associated results of the Section and the 5 committees • Listing of current committee members • Report will be formatted for the CAEP Board, AGM, annual report, and all-committee report
<u>Mandatory</u> Committee Member Update	July 1	<ul style="list-style-type: none"> • Chair must be approved by the CAEP Board • Post elections committee member update • All committee members must be CAEP members as per the CAEP by-laws

¹ For each committees activities, please refer to its terms of reference.

7. Section roles²:

Title	Role	Voting	Description	Term	Renewal	Maximum Term
Chair	Executive	Yes	Approved by CAEP Board Chairs Section Meetings Review relevant issues and information for consideration by the Section Executive Provides an annual report of the Section's activities to the CAEP Board and membership	2 years	2	6 years
Vice-chair	Executive	Yes	Elected and approved by CAEP Board Supports the chair in overseeing the completion and delegation of tasks required of the Section Fills in for the Chair at meetings when the Chair is unable to attend.	2 years	2	6 years
Leadership Committee Chair	Executive	Yes	Elected and approved by CAEP Board	2 years	2	6 years
Education Scholarship Committee Chair	Executive	Yes	Elected and approved by CAEP Board	2 years	2	6 years
Research Committee Chair	Executive	Yes	Elected and approved by CAEP Board	2 years	2	6 years
NCER Committee Chair	Executive	Yes	Elected and approved by CAEP Board	2 years	2	6 years
QIPS Committee Chair	Executive	Yes	Elected and approved by CAEP Board	2 years	2	6 years
Member at Large	Executive	Yes	Elected	2 years	2	6 years
Member at Large	Executive	Yes	Elected	2 years	2	6 years
Member at Large	Executive	Yes	Elected	2 years	2	6 years
Member at Large	Executive	Yes	Elected	2 years	2	6 years
Past Chair	Ex-officio	No		2 years		2 years
CAEP CPD Committee Chair	Ex-officio	No				
Undergraduate Education Committee Chair	Ex-officio	No				
Royal College Residency Program Directors Chair	Ex-officio	No				
CCFP (EM) Residency Program Directors Chair	Ex-officio	No				
Pediatric Section Chair	Ex-officio	No				
Rural and Small Urban Section Chair	Ex-officio	No				
Resident Section Member	Ex-officio	No	Determined through Resident Section Elections			
CAEP President	Ex-officio	No		See CAEP Bylaws		
CAEP Executive Director	Ex-officio	No		See CAEP Bylaws		
CAEP Deputy Executive Director, Academic and CPD	Ex-officio	No	Provide administrative support to the Committee			
CAEP Lead, Academic, Research, Conference	Ex-officio	No	Provide administrative support to the Committee			
Total Voting Executive	11					
Quorum	6					

² For each committees roles, please refer to its terms of reference.

Committee membership descriptions:

Committee member	Description
Executive members	<ul style="list-style-type: none"> All committee members must be CAEP members.
Ex-officio members	<ul style="list-style-type: none"> Ex-officio members will be invited to all meetings and receive all meeting agendas and minutes.
Non-voting members	<ul style="list-style-type: none"> Non-voting members are invited to the annual meetings.

8. Governance:

This Committee reports to the CAEP Board of Directors. All outputs of this committee, including intellectual property, are owned by CAEP.

- Nominations for vacant positions will be solicited by CAEP newsletter, email, social media, and personal contacts. All nominees must be CAEP members in good standing. Chair positions must be approved by the CAEP Board.
- If multiple nominees, bios will be posted on the Academic Section webpages 45 days prior to the Section Annual Meeting
- Elections will be held in person at the Academic Section AGM, if required. Where there is a single nominee, the position shall be acclaimed.
- Quorum for elections and other decisions is 50% + 1 voting member.
- For other decisions, consensus will be sought. If consensus cannot be reached, then decisions can be made by vote (electronically or in person).

9. Terms of reference and reviews:

- Terms of reference will be reviewed and submitted for approval by the Board at least every 5 years.
- Revised terms of reference should be submitted to Board via the CAEP office.
- Reviews of the objectives and committee productivity/progress may be completed by the Board through the CAEP office to ensure adherence to CAEP’s mission and vision.

10. Committee meetings:

Quorum

- Meeting and vote quorum is 50% + 1 voting executive members (refer to the **Committee Roles table**).

Videoconference Meetings

- Videoconferences will be held at least quarterly at the call of the committee chair (or vice-chair).
- The chair (or vice-chair) is required for any meeting.
- All executive and ex-officio committee members will be invited to attend.
- Meeting agendas and minutes/action items should be prepared for all videoconferences.
- Meeting agendas will be prepared by the chair or vice-chair with assistance of the CAEP Staff.
- Meeting minutes will be distributed to the entire committee.
- Meeting minutes may be requested by the Board or CAEP members.

11. CAEP accountability

- The committee may receive feedback from the CAEP Board, in response to the committee's annual report, including any specific requests to the CAEP Board.
- CAEP will provide amalgamated reports on CAEP committees contributing to the CAEP pillars.
- Meeting space will be available at the annual conference and arranged by CAEP.
- CAEP will support meetings with a videoconferencing platform.
- A CAEP staff member will be available for updating the website with materials provided by the committee.