

- 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.

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## CAEP Digital Emergency Medicine Committee

Draft 2022/09/08

### 1. Mission and Vision:

Supports CAEP's Mission and Vision by:

### 2. Primary Objective:

To build a community of practice in emergency medicine in Canada to define, trial, and validate digital technologies, and advocate for their evidence-informed and sensible implementation to improve the delivery of emergency care in the healthcare system at scale.

### 3. Accountability:

The committee 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 this committee will be owned by CAEP.

### 4. Objectives:

1. Engage, establish, and grow a group of members within CAEP sharing with interest, experience, expertise and expertise in digital emergency medicine for:
  - a. Knowledge sharing across Canada and globally on digital emergency initiatives
  - b. Supporting each other in implementing digital emergency projects, including but not limited to research, education, practice innovations, and evaluation
  - c. Networking with like minded individuals and groups to spark ideas and their translation into actions
2. Advise the Board on matters related to digital emergency medicine, utilizing expertise and knowledge specific to these environments, including but not limited to:
  - a. Serving as the voice in digital emergency medicine for items within CAEP purview.
  - b. Developing evidence-informed policies and positions to advance digital emergency medicine innovatively and sensibly in Canada.
  - c. Developing implementation strategies and collecting essential data to facilitate evidence-informed digital emergency medicine technologies adoption and benefits realization.
  - d. Advocating for and advising the Board on strategies that would enhance growth and capacity building in digital emergency medicine knowledge, education and research.
3. Collaborate with external agencies and other disciplines to advance digital emergency medicine, including but not limited to public health, global health, health ethics, and serving the underserved.

#### Responsibilities:

1. **Membership Engagement:** Attract interested CAEP members to participate in and contribute to Digital EM
2. **Knowledge currency:** Build and grow a solid knowledge base to characterize state-of-the-art digital emergency medicine, promote education/training, and identify opportunities for future growth

3. **Research and Development:** Conduct research and evaluation in digital emergency medicine in Canada, and support its promotion and scale up towards application and commercialization when appropriate to strengthen emergency healthcare
4. **Advocacy:** Provide informed opinion and interpretation to the Board to inform planning and advocacy efforts, including but not limited to societal infrastructure, social promotion of equity of access of care, human resource capacity building, and social accountability to support excellence of emergency care for all. (Will not publicly enunciate any policy or position on behalf of CAEP without first consulting with and obtaining approval of the Board per CAEP bylaws)
5. **Partnership:** Synergize with policy makers, non-government organizations, health professional groups, patient and caregivers organizations, health researchers, and industry partners to advance digital emergency medicine locally, nationally, and globally.

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

## 7. Committee roles:

Title	Role	Voting	Description	Term	Renewal	Maximum Term
Chair	Executive	Yes	Approved by CAEP Board	2 years	2	6 years
Vice-chair	Executive	Yes	Elected	2 years	2	6 years
Immediate Past Chair	Executive	Yes	Elected	2 years	2	6 years
Members at Large	Executive	Yes	Elected	2 years	2	6 years
Resident Representatives	Executive	Yes	Elected	1 year	Renewable for duration of residency	
CAEP President	Ex-officio	No		See CAEP Bylaws		
CAEP Executive Director	Ex-officio	No		See CAEP Bylaws		
CAEP Staff	Ex-officio	No	Provide administrative support to the Committee			
Total Voting Executive Quorum						
Committee Members						

### Committee membership descriptions:

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

- The Chair, at the discretion of the Board, may serve for a period longer than three terms, if no Vice Chair is in place or cannot assume the planned pending continuity role.
- The term length of the Immediate Past Chair will reflect the term length of the current Chair.
- The Executive Committee will consist of: The Chair, The Vice Chair, The Immediate Past Chair, and up to three additional DigEM members through selection or self-nomination.
- Elected Executive positions will be open for nomination for 1 month prior to the end of the term. Nominations may be made by committee members only for the first month. If after the first month there are no applicants, nominations can be opened up to the general CAEP membership for a two week period. If again no nominations are received, the Committee Executive can extend the nomination period at their discretion. See Appendix A for further details about the election process and timing.
- The Executive Committee will convene meetings at the call of the Chair to deal with matters which require timely decision, and a special meeting of the full Committee cannot be convened.
- Decisions of the Executive Committee will be reviewed at the next committee meeting, ordinary or special. Decisions of the full committee are final and may override decisions of the Executive Committee.
- The Chair is responsible for calling meetings, causing an agenda to be created and circulated, the conduct of the meeting, causing minutes to be created and archived, and circulating the minutes of the meeting. In addition, the Chair is responsible to serve on the CAEP Board of Directors and to perform the functions delegated to them by the Board.

8. The Vice Chair is responsible to the Chair and will assist the Chair in performing their duties. The Vice Chair will function as the Chair in their absence.
9. Handover and assumption of roles, where relevant, will occur during the scheduled Annual Committee Meeting at the CAEP Conference/AGM.
10. All committee members, when acting on behalf of the committee, shall not publicly enunciate any policy or position on behalf of CAEP without first consulting with and obtaining approval of the Committee Executive and CAEP Board.

## **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.
- 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.