

- 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.

CAEP Trauma Care and Injury Prevention Committee

FINAL

Board approved on October 26, 2023

To be reviewed and submitted to the Board for approval by October 2028

1. Mission and Vision:

Supports CAEP's Mission and Vision by:

- Our mission is to represent emergency physicians in advocating for trauma care and injury prevention.
- Our vision: Better collaboration. Better injury prevention. Better trauma care

2. Primary Objective:

- To decrease the burden of injury on the Canadian Health Care system.

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) To provide the CAEP community with evidence-based key trauma care and injury prevention issues through position statements, and expert opinion.

2) To assure liaison with other trauma and injury-related health professional's entities.

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:

1. The Committee will meet at the CAEP Annual Conference. Members unable to attend in person may participate via teleconference. Additional meetings may be held throughout the year at the discretion of the Chair.

2. The Committee will focus on 1 policy and advocacy statement per year to improve trauma care or injury prevention in Canada.
3. The Committee will delegate members to be active liaison with collaborating national, international associations/institution related to Trauma care and Injury Prevention.

Reports	Due	Description
<u>Mandatory</u> Annual Report	February	<ul style="list-style-type: none"> • Current initiatives and associated results • 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

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
XXXXX	Executive	Yes	Elected	2 years	2	6 years
XXXXX	Executive	Yes	Elected	2 years	2	6 years
XXXXX	Executive	Yes	Elected	2 years	2	6 years
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"> 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.
- 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.