

- 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 Emergency Ultrasound Committee (EUC)

2022-02-25

Board approved March 2022

### 1. Mission and Vision:

The CAEP Emergency Ultrasound Committee (EUC) promotes all aspects of emergency point of care ultrasound (POCUS) in Canada: training, competency and research.

#### Supports CAEP's Mission and Vision by:

- Connecting emergency physicians interested in POCUS.
- Leading emergency medicine education in POCUS.
- Providing a forum for research in POCUS.

### 2. Primary Objective:

- To empower, connect, and represent all Canadian emergency physicians interested in POCUS.

### 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:

- To promote POCUS education for practicing emergency medicine physicians, residents, and medical students.
- To promote and foster collaboration in POCUS research.
- To assist in the development of POCUS competency assessment tools and pathways for ongoing maintenance of competence.
- To provide a networking forum for CAEP members interested in POCUS.
- To collaborate with other POCUS groups, both nationally and internationally.

Specifically, the committee will:

- Collaborate with partners to develop and publish CAEP POCUS position statements, curricula and guidelines, following Board-approved processes.
- Establish an online database of emergency medicine POCUS related resources (i.e. research, curriculums, educational materials, fellowships, quality assurance, and administrative topics).
- Inform CAEP education activities by developing POCUS education, competency and curriculum position statements.
- Act as an editorial review resource for POCUS-related research submissions.

- Facilitate the coordination and prioritization of emergency medicine and critical care POCUS research.

## 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>

Committee Deliverables	Description
Position Statements (non-clinical)	<ul style="list-style-type: none"> <li>Identify possible topics with the Public Affairs Committee</li> <li>Support will be provided by the CAEP office</li> <li><i>CJEM</i> Liaison Committee will be updated on progress</li> </ul>
Guidelines (clinical)	<ul style="list-style-type: none"> <li>Identify possible topics with the Standards Committee</li> <li>Support will be provided by the CAEP office</li> <li><i>CJEM</i> Liaison Committee will be updated on progress</li> </ul>
Best Practice Statements	<ul style="list-style-type: none"> <li>Identify possible topics with the Public Affairs Committee</li> <li>Support will be provided by the CAEP office</li> </ul>
Curricula	<ul style="list-style-type: none"> <li>Work with the CPD or other appropriate committees</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
Past Chair	Executive	No	To support current Chair	2 years	2	6 years
Education Lead	Executive	Yes	Portfolio Representative (elected)	2 years	2	6 years
Research Lead	Executive	Yes	Portfolio Representative (elected)	2 years	2	6 years
Clinical Practice Lead	Executive	Yes	Portfolio Representative (elected)	2 years	2	6 years
Communications Lead	Executive	Yes	Portfolio Representative (elected)	2 years	2	6 years
Pediatric Emergency Medicine (PEM) POCUS Lead 1	Executive	Yes	Portfolio Representative (elected)	2 years	2	6 years
PEM POCUS Lead 2	Executive	Yes	Portfolio Representative (elected)	2 years	2	6 years
Rural POCUS Lead 1	Executive	Yes	Portfolio Representative (elected)	2 years	2	6 years
Rural POCUS Lead 2	Executive	Yes	Portfolio Representative (elected)	2 years	2	6 years
Member-at-large 1	Executive	Yes	Elected	2 years	2	6 years
Member-at-large 2	Executive	Yes	Elected	2 years	2	6 years
Member-at-large 3	Executive	Yes	Elected	2 years	2	6 years
Member-at-large 4	Executive	Yes	Elected	2 years	2	6 years

Member-at-large 5	Executive	Yes	Elected	2 years	2	6 years
Member-at-large 6	Executive	Yes	Elected	2 years	2	6 years
Resident Section Representative	Ex-officio	No		See Residents Section TOR		
Medical Student Section Representative	Ex-officio	No		See Medical Students Section TOR		
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	Not applicable		
Total Voting Executive	15					
Quorum	8					
Committee Members	Non-voting	No	Open to all CAEP members with an interest in emergency POCUS	Unlimited		

### Executive committee notes:

- Regional representation will be sought among the executive members from each of these 5 regions: WEST (BC and the Yukon), PRAIRIES (AB, SK, MB, NWT and Nunavut), ONTARIO, QUEBEC, and EAST (NB, NS, PE and NF/Labrador)
- At least one executive member with FRCPC and one executive member with CCFP(EM) designation will be sought.

### Committee membership descriptions:

Committee member	Description
Executive members	<ul style="list-style-type: none"> <li>Executive committee members should be advised that they <u>must attend 50% of meetings</u> to maintain their position.</li> <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>

## 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 Past Chair).
- The Chair (or Past 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 Past Chair with assistance of the Communications Lead.
- Meeting minutes will be distributed to the entire committee.
- Meeting minutes may be requested by the Board or CAEP members.

### Annual Meeting

- A committee meeting will be held annually in conjunction with the CAEP annual scientific meeting.
- Teleconference services may be available.
- The annual meeting is open to all CAEP members.

## 11. Committee communications:

- Most committee communications will occur via email.
- An email distribution list of the committee members will be created for email communications.
- Communication to the CAEP membership will be via CAEP office email distribution, the CAEP Connects newsletter, the CAEP website (<https://caep.ca/>), or the CAEP EUC website (<https://caep.ca/em-community/get-involved/emergency-ultrasound-committee/>).
- The committee will communicate via social media using the Twitter account @CAEP\_EUC ([https://twitter.com/CAEP\\_EUC](https://twitter.com/CAEP_EUC)).
- The committee, and specifically the Communications Lead, will be responsible for maintaining the CAEP EUC website to be a POCUS resource and repository to address the objectives of the committee in an open and transparent manner.

## 12. 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.