

## Network of Canadian Emergency Researchers (NCER) Executive Committee (Academic Section)

Academic Section approved on October 19, 2017  
Revised October 28, 2019

### 1. Vision:

Better collaboration. Better research. Better care.

### 2. Mission

Lead the advancement of care for emergency patients through the conduct of practice-changing, high-quality, world-class, multicentre research.

### 3. 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

### 4. Core values:

- **Collaboration and Integrity:** We conduct research in an environment of collegiality and collaboration acknowledging the importance of managing conflict of interest, the principles of intellectual property, equal opportunity and representativeness.
- **Excellence and Innovation:** We produce the highest quality research.
- **Mentorship:** We invest in mentoring new investigators, colleagues and future colleagues.
- **Patient Engagement:** We value the input of patients and family members in the development of our research protocols.
- **Implementation:** We ensure practice-changing implementation through knowledge translation and exchange.
- **Impact Potential:** We select meaningful questions to pursue that have the greatest potential to impact on care, policy decisions, important outcomes, and systems of care.

### 5. Deliverables:

Reports	Due	Description
<u>Mandatory</u> Annual Report	April 1	<ul style="list-style-type: none"> <li>• Current projects related to education, research, and quality improvement</li> <li>• Listing of current committee members</li> <li>• Report will be formatted for the Academic Section, AGM, annual report, and all-</li> </ul>

		committee report
Mandatory Committee Member Update	July 1	<ul style="list-style-type: none"> <li>Post elections committee member update</li> <li>Chair must be approved by the Academic Section</li> </ul>
Optional Quarterly Report	January 1	<ul style="list-style-type: none"> <li>To present progress report on projects</li> </ul>
Optional Quarterly Report	July 1	<ul style="list-style-type: none"> <li>To present updates from the annual conference meeting</li> </ul>
Optional Quarterly Report	October 1	<ul style="list-style-type: none"> <li>To present progress report on projects</li> </ul>

### Other Deliverables

Network-endorsed products

High-impact publications

Development of clinician scientists

Longitudinal tracking

## 6. Executive Committee Membership:

Title	Role	Voting	Description	Term	Renewal <sup>^</sup>	Maximum Term
Chair	Executive	Yes	Approved by Academic Section	2 years	2	6 years
Vice-chair	Executive	Yes	To become the chair Nominated by executive committee Mid or Senior executive member	2 years	2	6 years
Past Chair	Executive	No	To support current chair	2 years	0	2 years
Grants & Manuscript Councillor	Executive	Yes	Oversee the goal to maximize the number of publications per study Recruits reviewers from network membership Mid or senior executive member	2 years	2	6 years
Senior Councillor	Executive	Yes	Mid or senior counsellor between 7-15 years since initial faculty appointment as assistant professor	2 years	2	6 years
Junior Councillor	Executive	Yes	Young scientist up to 7 years from appointment as an assistant professor at the time of initial appointment	2 years	2	6 years
Junior Councillor	Executive	Yes	Young scientist up to 7 years from appointment as an assistant professor at the time of initial appointment	2 years	2	6 years
Secretary	Executive	Yes	Keep accurate minutes, including presenter feedback, which are circulated in a timely fashion	2 years	2	6 years
Patient Engagement Representative	TBD	TBD	TBD as the network matures			
Research Professional Representative	Ex-officio	No				
CAEP President	Ex-officio	No		See CAEP Bylaws		
Academic Section Chair	Ex-officio	No	Oversight by Academic Section Executive Committee	See Academic Section ToR		
QIPS Committee Representative	Ex-officio	No				
Education Scholarship Committee Representative	Ex-officio	No		See Education Scholarship Committee ToR		
Research Committee Representative	Ex-officio	No		See Research Committee ToR		
CAEP Executive Director	Ex-officio	No				
PERC Liaison	Corresponding	No				
CCCTG Liaison	Corresponding	No				
Primary Care Research Network	Corresponding	No				
CAEP Staff	Staff	No	Update committee webpages			

	Distribute committee agendas and minutes
<b>Total Voting Executive</b>	7
<b>Quorum</b>	4 (50% +1)

- \* Please note terms are staggered such that both junior councillors do not rotate off the executive at the same time and one of the Junior councillors provides the leadership and liaison for the emergency researcher sub-committee to the NCER executive
- ^All terms are renewed based on performance at the discretion of the chair

### Executive committee notes:

- A 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.

### Executive committee membership descriptions:

<b>Committee member</b>	<b>Description</b>
Executive members	<ul style="list-style-type: none"> <li>• Voting executive committee members should be advised that they <u>must attend 50% of meetings</u> to maintain their position</li> <li>• Must be a CAEP member</li> <li>• Must be a NCER member</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 minutes.</li> </ul>
Corresponding members	<ul style="list-style-type: none"> <li>• Corresponding members will be invited to face-to-face meetings and asked to participate in teleconferences.</li> </ul>

### Roles and responsibilities of the executive committee membership:

1. Be responsible for planning and setting the agenda for the Annual Face-to-Face Retreat
2. Communicate regularly with the network about the status of studies and potential new studies (via real time tracking on the website)
3. Administer any funds that come into the network directly, e.g., apply for network or planning grant
4. Keep accurate minutes, including presenter feedback, which are circulated in a timely fashion
5. Initiate review of new studies and provide endorsement
6. Monitor ongoing endorsed studies and identify issues that need addressing
7. Develop guidelines and policies that determine how the network will conduct its business
8. Manage mentorship
9. Vet protocols
10. Review and approve NCER endorsed study manuscripts
11. Track publication per NCER endorsed study to optimize productivity
12. Liaise with government, funding agencies, and other research networks and CAEP Board

## 7. Governance:

NCER reports to the CAEP Academic Section (and works closely with the Research Committee).

<b>Election of executive</b>	<b>Description</b>
October 1 – November 30	<ul style="list-style-type: none"> <li>• Identify open positions</li> <li>• Solicit nominations</li> </ul>
December 1	<ul style="list-style-type: none"> <li>• All nominations should have been received by CAEP office</li> </ul>
December 15	<ul style="list-style-type: none"> <li>• Nominee information is posted to the CAEP website</li> </ul>

February (at NCER Annual Meeting)	<ul style="list-style-type: none"> <li>• Elections will be held</li> <li>• Only NCER members may vote to select executive positions</li> <li>• Electronic election format will be available for those not available to attend conference</li> </ul>
March 15	<ul style="list-style-type: none"> <li>• <u>Mandatory</u> committee member update sent to CAEP office</li> <li>• Post elections committee member update</li> <li>• Chair must be approved by the CAEP Board (at their next board meeting)</li> </ul>

- Nominations will be solicited by CAEP newsletter, email, social media, and personal contacts.
- Quorum for decisions is 4 of the 7 (50% +1) voting members.
- For other decisions, consensus will be sought. If consensus cannot be reached, then decisions can be made vote (electronically or in person).

## 8. Network membership

Network may include the following who have interests in emergency care research (e.g., in-hospital, pre-hospital, education, etc):

- NCER Member: any CAEP member (i.e. does not need to be an emergency physician)
  - Site champions will be sought among the NCER Members to represent each participating academic department, as well as the general emergency departments in Canada.
  - They will be the key communication channels from the network to all departments (and vice versa).
- Allied health professionals\*: "NCER Affiliate", including research professional staff, paramedics, graduate students, nurses, etc interested in emergency care research
- Colleagues in other specialties\*: "NCER Physician Collaborating Investigator" interested in emergency care research

\*Not considered a full NCER Member, unless they join CAEP as per the appropriate CAEP membership level, which may be (CAEP) Associate or Affiliate Member. Only full network members (i.e., those who are also CAEP members) can present protocols. All (NCER Members, NCER Affiliates, and NCER Physician Collaborating Investigators) may attend face-to-face meetings.

## 9. Terms of reference and reviews:

- Terms of reference should be reviewed by the committee every 5 years.
- Revised terms of reference should be submitted to the Academic Section
- Reviews of the objectives and committee productivity/progress may be completed by the Academic Section reporting:
- Mandatory annual reports report(s) (due April 1) will be presented to the CAEP office for distribution to the Board and other committees (as appropriate).
- The list of current executive committee members and approximate number of section members (as applicable) will be provided to the CAEP office annually (due July 1).
- Optional reports are recommended for active committees, as needed on January 1, July 1, and October 1.
- Reports may be edited for format to present to the Board, at the AGM, in the annual report, or for other committees.
- Reports will be available to all other committees and their members (unless deemed confidential).

## 10. Committee meetings:

Quorum

- Meeting and vote quorum is 4 of the 7 (50% + 1) voting executive members (refer to the **Committee Roles table**).

### **Teleconference Meetings**

- Teleconferences 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 committee members (voting, non-voting, ex-officio, and corresponding) will be invited to attend.
- Meeting agendas and minutes/action items should be prepared for all teleconferences.
- Meeting agendas will be prepared by the chair or vice-chair with assistance of the secretary.
- Minutes are the responsibility of the secretary.
- Meeting minutes will be distributed to the entire committee and made available on the CAEP website (unless deemed confidential).

### **Annual Meeting**

- A committee meeting will be held annually in conjunction with the CAEP annual scientific meeting.
- Teleconference services may be available.
- In the absence of both committee chair and vice-chair, there will be no meeting
- All committee members (voting and non-voting) are welcome to attend the meeting at the annual conference.
- Minutes are the responsibility of the secretary.
- Meeting minutes will be distributed to the entire committee and made available on the CAEP website (unless deemed confidential).
- The annual meeting is open to all CAEP members.

### **Annual All-Members Face-to-Face Network Retreat**

- The executive committee will identify locations and dates, and organize the annual NCER Retreat
- The location should switch from east to west annually.
- All executive committee members and network members are welcome to attend the retreat.
- Protocol presentations will be a core activity.
- The secretary will take notes and record all feedback on presentations.
- A website will be maintained to facilitate communication and track studies longitudinally.

## **11. Committee communications**

- Most communications will occur via email.
- A discussion list may be established.
- Communication to the CAEP membership will be via CAEP office e-mail distribution, the CAEP newsletter, or the CAEP and NCER websites ([www.caep.ca](http://www.caep.ca) and [www.ncer.ca](http://www.ncer.ca), respectively).
- The committee can use social media via @CAEP\_docs.
- The committee will establish a web-based forum, document repository, and discussion platform in order to address the objectives in an open and transparent manner. These will be linked to the CAEP website and maintained by CAEP staff.

## **12. CAEP accountability**

- The committee will receive feedback from the Academic Section, in response to the committee's annual report and any specific requests
- CAEP will provide amalgamated reports on CAEP committees contributing to the research, education, advocacy, and connecting pillars.
- Meeting space will be available at the annual conference and arranged by CAEP.
- A teleconference code will be provided for teleconference calls.
- A CAEP staff will be available for updating the website with materials provided by the committee including agendas, membership lists, minutes, and other materials.