



# EMERGENCY DEPARTMENT ULTRASOUND COMMITTEE

## *A Committee of the Council of Education*

### 1. INTRODUCTION

These terms of reference are established under, and are subordinate to, the *Policy on College Entities* (the policy). Committee members should ensure they are familiar with the provisions and requirements of the policy.

These terms of reference include details of the following:

- membership specifications (including any variations to the policy permitted by the Council of Education (COE))
- matters specific to the Emergency Department Ultrasound Committee (EDUC) (i.e. role and responsibility); and
- where relevant, any variation of conduct of meeting requirements (if permitted by COE).

Otherwise, refer to the policy for details of all matters pertaining to the operation of the committee.

### 2. MEMBERSHIP

The EDUC consists of the following members:

- (a) Ex-officio members
  - Censor-in-Chief
  - Deputy Censor-in-Chief
  - a delegate from the FACEM membership of the Standards & Endorsement Committee
- (b) up to 12 'ordinary' FACEM members (inclusive of the Chair and Deputy Chair) including one (1) new Fellow who, at the time of appointment, was elected to ACEM Fellowship within the preceding three (3) years
- (c) one (1) trainee representative

In attendance (non-voting):

- Executive Director of Education and Training
- Relevant Unit Manager

ACEM staff members in attendance do not have voting rights.

#### 2.1 Office holders

The Chair and Deputy Chair shall be nominated from and by the FACEM membership of the committee.

### **3. RESPONSIBILITIES AND AUTHORITY**

#### **3.1 Responsibilities**

- To provide expert advice to COE and its entities on issues relating to education, training, and assessment of ultrasound knowledge and skills in ACEM curricula and the ACEM continuing professional development programs;
- To provide guidance to the COE and its entities on the delivery of ED focussed ultrasound training;
- To provide expert advice to the Council of Advocacy, Practice and Partnerships (CAPP) and its entities on issues relating to the use of ultrasound in the emergency department, and associated quality assurance practices;
- To provide guidance to CAPP and its entities on the delivery of ED focussed ultrasound services;
- To consider other business referred to it by COE, CAPP, and any of their entities; and
- To refer new business to COE

#### **3.2 Extent of authority**

The committee may make recommendations to COE or CAPP as appropriate.

#### **3.3 Reporting**

The committee shall report to COE following each of its meetings.

### **4. MEETING REQUIREMENTS**

The policy allows for variation of some of the meeting requirements, where this has been approved by COE. Any such allowed variations are specified below. Otherwise, see clause 8 of the policy for full details of meeting requirements.

#### **(a) Voting Rights**

These requirements of the policy are varied to the following extent only:

- Ex-officio staff members do not have voting rights.

### **5. DOCUMENT REVIEW**

Timeframe for review: every two (2) years, or earlier if required.

#### **5.1 Responsibilities**

Document authorisation: Council of Education  
Document implementation: Executive Director, Education and Training/ relevant Unit Manager  
Document maintenance: General Manager, Governance and Standards

**5.2 Revision History**

<b>Version</b>	<b>Date of Version</b>	<b>Pages revised / Brief Explanation of Revision</b>
v1	Sept-10	Approved by Council
N/A	Apr-15	Change of format only, to bring it into line with <i>Policy on College Entities</i> .
v2	Oct-18	Change reporting line from CAPP to COE and revisions to ensure consistency with other COE entities.
v3	Feb-2019	Revisions to membership pursuant to a decision of the Board
v4	Jun-2019	Revision to include a new Fellow in the membership