



# EMERGENCY DEPARTMENT EPIDEMIOLOGY NETWORK ('SECTION')

## *Council of Advocacy, Practice & Partnerships*

### 1. INTRODUCTION

These Terms of Reference are established under, and are subordinate to, the **Policy on Sections** ('the Policy'). Although the nomenclature of 'Network' shall be used for this group (due to the familiarity with that concept in the research community) it will be considered a Section and will operate in accordance to the Policy. A good working knowledge of the Policy is recommended.

These Terms of Reference for the Emergency Department Epidemiology Network (EDEN) include the following:

- matters specific to the EDEN (i.e. role and responsibility)
- membership specifications (including any variation permitted by CAPP), and
- operational matters where these have been varied by CAPP pursuant to the Policy.

Otherwise, refer to the Policy for details of all matters pertaining to the operation of the Section.

### 2. MEMBERSHIP

The EDEN membership shall consist of the following:

- Ordinary members:
  - A minimum of 30 FACEMs with no maximum limit.
- External members:
  - Any person working in or undertaking research in emergency care.

Applications for membership of EDEN shall be submitted in writing in the format approved by the ACEM Board from time to time, and must be accompanied by all additional information as requested.

#### 2.1 Executive

- A minimum of four (4) and a maximum of (6) ordinary FACEM members and one (1) ex-officio non-voting member nominated by the Research Committee from among its members.
- The Executive shall have the ability to co-opt one (1) additional member as required in order to progress specific matters that require knowledge and/or technical expertise not possessed by the current membership. Where this individual is not a member of the College, membership will be non-voting and only incidental costs will be funded.
- Members of the EDEN Executive shall be appointed by CAPP, on the nomination of the College members of EDEN, for a period of two (2) years. Nomination to the Executive shall follow the outcome of an election by a process outlined in Regulations approved by the ACEM Board for the purpose.
- The Chair and Deputy Chair shall be appointed by CAPP following the appointment of the EDEN Executive. Appointment will be by a simple majority vote of CAPP following a call for nominations from the membership of the Executive.

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- e) A casual vacancy arising in the EDEN Executive shall be filled in accordance with the provisions of the College Policy on College Entities (COR334).
- f) The appointment of any member to the Executive and/or any office bearer position may be revoked at any time by resolution of a majority of members present at any meeting of CAPP of which notice had been circulated to all members of CAPP and the Executive member at least fourteen (14) days prior to the meeting.

### **3. ROLE AND AUTHORITY**

#### **3.1 Role**

- To drive the development of valid, reproducible and practical datasets and data collection techniques which will enable a range of questions to be answered, including those relating to:
  - understanding regional variation in outcome;
  - the impact of variations in the provision of treatment for patients between emergency services both in and out of hospital;
  - temporal changes in incidence and outcome; and
  - the impact of changes in clinical guidelines and implementation of evidence.
- To facilitate and promote both investigator-initiated and strategically significant epidemiological data collection in emergency medicine throughout Australia and New Zealand.
- To develop an increasing knowledge of the epidemiology of emergency medicine patients throughout Australia and New Zealand, in order to accurately describe their presenting complaints, degrees of illness, and variability in clinical characteristics, as well as understanding factors associated with outcomes.
- To develop the ability to examine risk-adjusted outcomes, to enable benchmarking across providers, and to enable identification of system-wide strategies associated with outcome improvement in Australia and New Zealand.
- To foster multidisciplinary research collaborations based on the use of data, including the development of hospital, Local Health District, State and Territory level quality registry initiatives.
- To develop high-quality programs of observational and data-centred research, addressing questions that are clinically relevant and important to clinicians and patients.
- To advance education and understanding of research methodology, critical analysis, biostatistics and the role of Big Data in emergency medicine and health.
- To review new proposed data-centred, observational and registry-based studies and endorse projects that meet relevant guidelines.
- To monitor progress of endorsed studies through liaison with project steering committees.
- To review proposals for publication or presentation associated with endorsed projects.
- To propose issues or recommendations for the consideration of CAPP.

#### **3.2 Extent of Authority**

EDEN may provide advice to CAPP regarding matters within its purview but, with the exception of the endorsement of new studies, does not have authority with respect to decisions that are binding on the College or any of its entities, including in regard to the commitment of College resources to EDEN activities.

**3.3 Line of Reporting**

The entities below report to the committee:

Entity reports to the following:

Committee reports to the following:



- a) This Section shall report to CAPP through the Research Committee following each of its meetings.
- b) Should the EDEN Executive need to provide recommendations on the disbursement of College funds, whether by way of bursary, scholarship, grant, monetary assistance or otherwise, it shall:
  - provide these recommendations to the Board via the ACEM Foundation, and
  - report on these activities to CAPP.

**4. CONDUCT OF MEETINGS**

**4.1 Meetings of the Executive**

Meetings of the EDEN Executive shall be held at least twice a year, and more frequently where necessary. One (1) of these meetings shall held face-to-face, and the remainder by teleconference.

**4.2 Quorum**

- a) The required quorum for the transaction of business at an Executive meeting is as follows:
  - Where the Executive consists of four or five members – three (3) members.
  - Where the Executive consists of six members – four (4) members.

**5. ASSOCIATED DOCUMENTS**

*COR602 Policy on Sections.*

**6. DOCUMENT REVIEW**

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

**6.1 Responsibilities**

Document authorisation: Council of Advocacy, Practice and Partnerships  
 Document implementation: EDEN Executive  
 Document maintenance: General Manager, Governance and Standards

**6.2 Revision History**

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Jul-2018	Approved by CAPP
v2	May-2019	Addition of 2.1(b)
v3	Aug-2019	Change to 2.1(b) to enable appointment of a non-ACEM member