



ACEM Clinical Trials Network

A Network of the Council of Advocacy, Practice and Partnerships

1. Introduction

The ACEM Clinical Trials Network (ACEM CTN) is established pursuant to Regulation A9 and reports through the Research Committee to the Council of Advocacy, Practice and Partnerships (CAPP). These terms of reference are established under, and are subordinate to, Regulation A9 and the *Policy on Networks* ('the Policy'). A good working knowledge of the Regulations and Policy are essential.

These terms of reference include details of the following:

- Membership — pursuant to the Policy, some elements of membership may be varied by CAPP
- responsibility and authority — matters which are specific to the ACEM CTN
- operational matters — where these have been varied by CAPP pursuant to the Policy.

Otherwise, refer to Regulation A9 and the Policy for details of all matters pertaining to the operation of the ACEM Clinical Trials Network.

2. Purpose

The ACEM CTN is a community of practice promoting investigator-initiated, collaborative, multicentre clinical research in emergency medicine throughout Australia and Aotearoa New Zealand. The general role and responsibility of Networks (or 'purpose'), as it relates to the Network, its Executive and office bearers are set out in College Regulation A9.3.6 and Section 5 of the Policy on Networks.

3. Membership

3.1 Network Membership

The ACEM CTN shall comprise the following:

- (a) Ordinary members:
- a minimum of 30 FACEMs and two (2) trainees with no limit on the maximum number of members or trainees;
 - other members of the College, admitted pursuant to the applicable College regulations and policies;
 - trainees enrolled in and undertaking the FACEM Training Program, the Emergency Medicine Certificate (EMC), the Emergency Medicine Diploma (EMD), Emergency Medicine Advanced Diploma (EMAD) and Diploma in Pre-Hospital Retrieval Medicine (DipPHRM), and Specialist International Medical Graduates (SIMGs) undertaking College requirements for the purpose of attaining eligibility for election to Fellowship of the College.
- (b) External members:
- Any person working in or undertaking research in emergency care.

Applications for general membership of the ACEM CTN shall be submitted in writing in accordance with the provisions of Regulation A9 and the Policy, in the format approved by the ACEM Board from time to time, and must be accompanied by all additional information as requested.

3.2 Executive

Composition of Executive

The ACEM CTN Executive shall comprise:

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- (a) Up to ten (10) ordinary members who hold Fellowship of ACEM and ordinarily reside in Australia and/or Aotearoa New Zealand.
 - (b) Up to one (1) trainee enrolled in and currently undertaking the FACEM Training Program.
 - (c) Up to one (1) ACEM members in a category other than that of Fellow.

Of the maximum 12 members appointed to the ACEM CTN Executive pursuant to section 3.2(a) to (c) above, at least one (1) member shall be resident in each of Australia and Aotearoa New Zealand. The ACEM CTN Executive may co-opt one (1) external member and/or one (1) supernumerary member; co-opted members do not have voting rights.

Office Bearers

During the period where the term of office of a Network Executive is due to cease, but no more than a maximum of three (3) months from the date of the end of that term, CAPP shall accept from the current ACEM CTN Executive a nomination from eligible members of the Network for the positions of Chair and Deputy Chair of the Network for the following term of office. Such nominations shall have been endorsed by at least a 75% majority of the current Network Executive.

Casual Vacancies

A casual vacancy arising in the Network Executive shall be filled in accordance with the provisions of Regulation A9.

Revocation of Membership

Pursuant to Regulation A9 and the Policy, the appointment of any member to the Network 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 ACEM CTN Executive members at least fourteen (14) days prior to the meeting.

4. Role and Authority

4.1 Role

The role of the ACEM CTN is to:

- Facilitate and promote investigator-initiated, collaborative, multicentre clinical research in emergency medicine throughout Australia and Aotearoa New Zealand.
- Foster multidisciplinary research collaborations.
- Develop high-quality programs of research, addressing questions that are clinically relevant and important to clinicians and patients.
- Advance education and understanding of research methodology and critical analysis.
- Review new proposed studies and endorse projects that meet relevant guidelines.
- Review proposals for publication or presentation associated with endorsed projects.
- Monitor progress of endorsed studies through liaison with project steering committees.
- Propose recommendations for the consideration of CAPP.

4.2 Extent of Authority

The ACEM CTN may provide advice to ACEM Board, CAPP, and COE 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 ACEM resources to ACEM CTN activities.

4.3 Reporting

- a) The Network shall provide a written report to CAPP through the Research Committee following each of its meetings.
- b) Should the ACEM CTN 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.

5. Meeting Requirements

5.1 Meetings of the Executive

The ACEM CTN Executive shall meet at least once per year by electronic means, with the ability to meet more frequently where necessary. At the discretion of the Network Executive, the meeting may be open to all members of the Network to attend.

The College will provide full administrative support for one (1) half-day or one (1) full-day meeting of the Network Executive each year by videoconference or other approved electronic format.

Where circumstances allow, the Network Executive may choose to meet face-to-face or in a hybrid format at craft events. The Executive shall be entirely responsible for arranging any such meeting and no financial or administrative support will be provided by the College in order for meetings of this sort to occur.

5.2 Meetings of the Network

In each calendar year, the Network Executive shall convene at least one meeting of the Network membership. Such Meetings shall be held by electronic means and, in accordance with the requirements outlined in Regulation A9.5 and the Policy.

5.3 Quorum

The quorum for the transaction of business at a ACEM CTN Executive meeting is a majority of Executive members, at least one (1) of who must be either the Chair or Deputy Chair. Non-voting members do not contribute to the determination of a quorum based on those present.

The quorum for the transaction of business at a meeting of the Network is at least 15 members, including at least two (2) members of the ACEM CTN Executive.

6. Document Review

Timeframe for review:	Every two (2) years, or earlier if required.
Document authorisation:	ACEM Board
Document implementation:	Executive Director, Policy, Research and Partnerships
Document maintenance:	General Manager, Governance and Standards

7. Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Dec-2017	Approved
v2	Mar-2018	Alignment with revised Policy on Sections
v3	Jul-2018	New requirement to report to CAPP via Research Committee
v4	Jun-2022	Revisions to reflect review of Sections and alignment with revised requirements of Networks. Approved by the ACEM Board.