



## Standards and Endorsement Committee

*A Committee of the Council of Advocacy, Practice and Partnerships*

### 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.

The terms of reference include details of the following:

- membership specifications including any variation from the policy permitted by the Council of Advocacy, Practice and Partnerships (CAPP);
- matters specific to the Standards and Endorsement Committee (for example responsibilities);
- operational matters—where these have been varied by CAPP pursuant to the policy (e.g. the number of meetings to be held each year).

Otherwise, reference should be made to the Policy for details of all matters pertaining to the operation of the Committee.

### 2. Purpose

The purpose of the Standards and Endorsement Committee is to ensure that ACEM sets the authoritative clinical and professional standards for the practice of emergency medicine in Australia and Aotearoa New Zealand. Such standards will provide members with a strong foundation from which the College's advocacy functions can be undertaken.

### 3. Membership

(a) Ex-officio members:

- One (1) delegate from the FACEM membership of CAPP.

(b) Up to twelve (12) 'ordinary' FACEM members (inclusive of the Chair and the Deputy Chair).

(c) Up to one (1) member of the College in the category of Certificant, Diplomate or Advanced Diplomate.

(c) One (1) FACEM Training Program trainee nominated by the Trainee Committee.

(d) One (1) external community member appointed by CAPP.

The Committee shall also have the ability to co-opt one (1) additional FACEM members (non-voting) as required in order to progress specific matters that require knowledge and/or expertise not possessed by the membership outlined above.

#### 3.1 Office Holders

The Chair shall be the ex-officio delegate from the CAPP Committee. If the delegate is unable to undertake that role, the Chair shall be nominated from among the ordinary FACEM membership for appointment by CAPP.

The Deputy Chair shall be nominated from among the ordinary FACEM membership.

### 4. Responsibilities and Authority

#### 4.1 Responsibilities

The Standards and Endorsement Committee has a responsibility to:

- Strengthen College processes for the development, approval, promotion and ongoing review of external facing statements, policies and guidelines (standards).
- Lead the development (or commissioning), review, and endorsement of College standards for which CAPP is responsible.

- Ensure integration of ACEM standards with College educational resources and training programs.
- In developing and reviewing standards, actively consider and incorporate national system-wide recommendations aimed at achieving improvements in responsible resource stewardship.
- Increase external stakeholder engagement, including community involvement, in the collaborative development, co-design and promotion of joint or College standards.
- Review clinical guidelines, standards and policies referred by external authoring bodies and make recommendations to CAPP with respect to College endorsement.

## 4.2 Extent of Authority

The Committee shall have delegated authority to make decisions where a routine process/procedure is present regarding the above matters. Where there is none, the Committee shall make recommendations to CAPP; the authority to approve or not to approve such recommendations rests solely with CAPP.

CAPP will approve a work plan that documents the objectives and deliverables for the Committee. The work plan is aligned with the strategic priorities for the College and provides direction regarding the targeted use of resources within the College administration.

Other than in relation to strategic matters, business requiring decisions outside of scheduled meetings may, at the discretion of the Chair, be determined by the Chair or by the whole Committee as required. Matters dealt with by the Chair will be tabled at the next meeting of the Committee.

## 4.3 Reporting

The Committee shall supply a written report to CAPP following each of its meetings, together with any recommendations that require consideration and approval by CAPP.

The ACEM Policy on Networks, and Regulation A9, require that each College Network shall be affiliated with a parent committee and that the Network Executive shall report through that Committee to CAPP following each of its meetings. The Standards and Endorsement Committee is parent committee to the following Networks:

- Trauma EM Network (TEMN)
- Pre-Hospital & Retrieval Medicine Network (PHRM)
- Paediatric Emergency Medicine Network (PEMN)

## 5. Meeting Requirements

The Policy allows for variation of some of the meeting requirements, where this has been approved by CAPP. CAPP has approved such variations to the extent shown below only. Otherwise, see clause 8 of the Policy.

### (a) Frequency of Meetings

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

- The Standards and Endorsement Committee will meet twice face-to-face and once by teleconference in each calendar year.

## 6. Document Review

<b>Timeframe for review:</b>	Every two (2) years, or earlier if required.
<b>Document Authorisation:</b>	Council of Advocacy, Practice and Partnerships
<b>Document Implementation:</b>	Executive Director, Policy, Research and Partnerships
<b>Document maintenance:</b>	General Manager, Governance and Standards

## 7. Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
V1.0	Aug-2018	Approved by CAPP
V1.1	Jan-2020	Administrative revision approved by Board for all ACEM entities regarding 'ordinary' members, along with revisions to staff and department titles. Next two-yearly review due September 2020.

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Version	Date of Version	Pages revised / Brief Explanation of Revision
V2.0	Jul-2022	Extensive changes to 'Responsibilities' section; addition of new parent committee status with respect to various Networks; compositional change to enable one Certificant, Diplomate or Advanced Diplomate; co-opted positions reduced from two to one.

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