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## Emergency Telehealth Network

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

### 1. Introduction

The Emergency Telehealth Network (ETN) is established pursuant to Regulation A9 and reports through the Health System Reform 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 is 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 EMT Network
- 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 ETN.

### 2. Purpose

The ETN is a community of practice that has been formed to develop, support, educate, research and advocate for the safe, effective, and efficient use of telehealth by Fellows and trainees of ACEM. The general role and responsibility of Networks (or 'purpose'), as it relates to the Network and its Executive are set out in College Regulation A9.3.6 and Section 5 of the Policy.

### 3. Membership

#### 3.1 Network Membership

The ETN shall comprise the following:

- 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.

Applications for general membership of the ETN 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 ETN Executive shall comprise:

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

Of the maximum 12 members appointed to the ETN 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 ETN 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 ETN 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 ETN Executive members at least fourteen (14) days prior to the meeting.

## 4. Role and Authority

### 4.1 Role

The role of the ETN includes, but is not limited to:

- Building a forum for Emergency Physicians and trainees engaged in emergency telehealth service provision to discuss, share and collaborate.
- Providing advice and leadership on emergency telehealth opportunities and standards of care.
- Offering advice on the provision of educational and training opportunities in emergency telehealth.
- Supporting and generating collaborative research opportunities in emergency telehealth.
- Building awareness, across ACEM and the wider community, of issues specific to emergency telehealth by establishing a broad community of practice.
- With the approval of ACEM, collaborating with stakeholder groups such as AMA, CENA, RACGP, ACCRM, Ambulance services, Departments of Health, and others in furthering the goals and objectives of the College.
- Ensure that ACEM values and strategic intent are considered in all advice and recommendations.
- Highlight other issues or recommendations for the consideration of CAPP as the source of expertise in emergency telehealth for ACEM.

### 4.2 Extent of Authority

The ETN may provide advice to ACEM Board, CAPP and COE regarding matters within its purview, but 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 ETN activities.

### 4.3 Reporting

The Network shall provide a written report to CAPP via its parent committee following each of its meetings.

## 5. Meeting Requirements

### 5.1 Meetings of the Executive

The ETN 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 or 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.

An executive member of the ETN who has duties or interests in conflict with their duties or interests of the Network; whether direct, indirect, financial, material or otherwise, must withdraw or declare a possible conflict of interest to the Chairperson.

## 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 ETN Executive meeting is a majority of Executive members, at least one (1) of whom 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 ETN Executive.

## 6. Document Review

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

## 7. Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Aug-2022	Board Approved