



Emergency Department Epidemiology Network

A Network of the Council of Advocacy, Practice & Partnerships

1. Introduction

The Emergency Department Epidemiology Network (EDEN) 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 EDEN
- 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 Emergency Department Epidemiology Network.

2. Purpose

The Emergency Department Epidemiology Network is a community of practice that has been formed to use large scale, routinely collected, data to equitably improve ED care and save lives across 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 EDEN 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 EDEN 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 EDEN 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 EDEN Network 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 EDEN 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 EDEN is 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 outcomes;
 - 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.
- facilitate and promote both investigator-initiated and strategically significant epidemiological data collection in emergency medicine throughout Australia and Aotearoa New Zealand.
- develop an increasing knowledge of the epidemiology of emergency medicine patients throughout Australia and Aotearoa 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.
- 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 Aotearoa New Zealand.
- 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.
- develop high-quality programs of observational and data-centred research, addressing questions that are clinically relevant and important to clinicians and patients.
- advance education and understanding of research methodology, critical analysis, biostatistics and the role of Big Data in emergency medicine and health.
- review new proposed data-centred, observational and registry-based studies and endorse projects that meet relevant guidelines.
- monitor progress of endorsed studies through liaison with project steering committees.

- review proposals for publication or presentation associated with endorsed projects.
- propose issues or recommendations for the consideration of CAPP.

4.2 Extent of Authority

The EDEN 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 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.

5. Meeting Requirements

5.1 Meetings of the Executive

The EDEN 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 an EDEN 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 EDEN 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	Jul-2018	Approved by CAPP
v2	May-2019	Addition of 2.1b
v3	Aug-2019	Change to 2.1(b) to enable co-option of a non-ACEM member
v4	Jan-2021	Change to 2.1(b) to enable co-option of a supernumerary FACEM member
v5	Jun-2022	Revisions to reflect review of Sections and alignment with revised requirements of Networks. Approved by ACEM Board
