



ED Clinical Quality Registry Steering Group

An entity of the Research Committee

1. Introduction

These terms of reference are established under, and are subordinate to, the *Policy on College Entities* (the Policy). ED Clinical Quality Registry Steering Group (EDCQRSG) members should ensure they are familiar with the provisions and requirements of the Policy.

These terms of reference include details of the following:

- membership specifications (including any variations to the Policy permitted by the Council of Advocacy, Practice and Partnerships (CAPP);
- matters specific to the EDCQRSG (i.e. role and responsibilities); and
- where relevant, any variation of conduct of meeting requirements (if permitted by the ACEM CAPP).

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

2. Purpose and scope

The purpose of the EDCQRSG is to provide advice and direction on the design, development and implementation of an emergency department clinical quality registry for quality improvement and research related activities, with a view to improving patient care, patient outcomes and health equity through the responsible collection and use of data.

3. Membership

The ED Clinical Quality Registry Steering Group consists of the following members:

- (a) Ex-officio members
 - a representative of the Research Committee
 - a representative of the Emergency Department Epidemiology Network Executive
 - a representative of the Clinical Trials Network Executive
 - a representative of the Quality and Patient Safety Committee
- (b) Chief Investigator FACEM leads of 2022 Medical Research Future Fund Acute Care Grant applications
- (c) One delegate from the FACEM membership based in Aotearoa New Zealand
- (d) One representative from the College of Emergency Nursing Australasia
- (e) Up to three (3) external community members appointed by CAPP, one of whom who identifies as Aboriginal and/ or Torres Strait Islander and one who identifies as Māori, appointed in line with the Policy on the Appointment and Remuneration of Community Members (COR498).

The steering group will have the ability to co-opt additional members with knowledge and/or expertise not already possessed by the ordinary members.

The following ACEM staff will attend and participate in meetings of the EDCQRSG; however, do not have voting rights in relation to matters being considered by the EDCQRSG

- General Manager, Research and Partnerships

- Research and Quality Lead

Other ACEM staff shall attend as required.

3.1 Office holders

The Chair shall be elected from the membership of the Steering Group for appointment by the Research Committee.

A Deputy Chair shall be elected from the membership of the Steering Group. The Deputy Chair shall act in the place of the Chair during any temporary absence, including for any matter(s) where the chair may be absent due to a conflict of interest.

4. Responsibilities and authority

4.1 Responsibilities

The responsibilities of the EDCQRSG will be to:

- define the parameters for the design, development and implementation of a pilot emergency department clinical quality registry and for future expansion
- inform the development of a set of principles underpinning the data to be captured in the data registry
- determine the policy and governance structure to underpin the data registry, including in relation to data collection, storage, security, and use.
- identify pilot sites and facilitate legal agreements with sites to provide data for importation into the registry
- provide guidance on and assistance in securing funding opportunities
- make recommendations on resource allocation and prioritisation with respect to the development and implementation of the data registry, including in relation to budget, personnel and technology.
- assist in informing the design and/ or implementation of research and quality projects which inform the broader development of the ED Clinical Quality Registry
- provide guidance to inform the development of robust legal frameworks and ethical standards underpinning the registry, fostering adherence.
- foster collaboration
- partnerships and engagement with state and federal governments to enhance the success and impact of the registry
- provide guidance in developing and implementing risk mitigation strategies to ensure the project's success.
- foster a culture of continuous improvement by facilitating feedback from stakeholders and advising on iterative enhancements to the registry processes, policies and technology.

4.2 Extent of Authority

The EDCQRSG has delegated authority to make decisions where a routine process/procedure is present regarding the above matters. Where there is none, the EDRG will make recommendations to the Research Committee and where required, through to CAPP. The EDRG does not have authority to waive, vary or otherwise depart from:

- the above stated responsibilities;
- these Terms of Reference;
- the Policy;
- the terms or requirements of any approved College policy or regulation; and
- the requirements of ACEM's Constitution.

Matters requiring decisions outside of scheduled meetings will, at the discretion of the Chair, be determined by the Chair or by the whole EDCQRSG as required. Matters dealt with by the Chair will be tabled at the next meeting.

4.3 Line of Reporting



5. Meeting requirements

The EDCQRSG will meet regularly and as required, by videoconference for the duration of 3-year project. The Policy allows for variation of some of the meeting requirements, where this has been approved by the relevant governing body.

6. Document review

Document authorisation: Council of Advocacy, Practice and Partnerships
Document implementation: Research Committee
Document maintenance: Department of Policy, Research and Partnerships

7. Revision history

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Apr-2024	Approved by CAPP
V2	Nov-2024	Addition of up to three community members one of whom who identifies as Aboriginal and/ or Torres Strait Islander and one who identifies as Māori