



Paediatric Emergency Medicine Network

A Network of the Council of Advocacy, Practice and Partnerships

1. Introduction

The Paediatric Emergency Medicine (PEM) Network is established pursuant to Regulation A9 and reports through the Standards and Endorsement 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').

These Terms of Reference include the following:

- matters specific to the PEM Network (i.e. role and responsibility);
- membership specifications (including any variation permitted by CAPP); and
- operational matters where these have been varied by CAPP pursuant to the *Policy on College Entities*.

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

2. Membership

2.1 Network Membership

The PEM Network shall comprise the following:

(a) Ordinary members:

- a minimum of 30 FACEMs with no limit on the maximum number of members;
- other members of the College, admitted pursuant to the applicable College regulations and policies;
- trainees enrolled in and undertaking the FACEM Training Program, trainees enrolled in and undertaking the Joint Training Program in Paediatric Emergency Medicine (JTP-PEM), the Emergency Medicine Certificate, the Emergency Medicine Diploma, and Specialist International Medical Graduates (SIMGs) undertaking College requirements for the purpose of obtaining eligibility for election to Fellowship of the College; and
- other clinicians providing emergency care for children in emergency departments or undertaking research related to the emergency care of this population.

Applications for general membership of the PEM Network 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.

2.2 Executive

The PEM Network Executive shall comprise:

- Up to eight (8) ordinary members who hold Fellowship of ACEM or another specialist medical college in Australia and/or Aotearoa New Zealand.
 - one (1) member nominated from and by the Committee for Joint College Training in Paediatric Emergency Medicine (CJCT PEM).
 - One (1) member nominated from and by the Paediatric Research in Emergency Departments International Collaborative (PREDICT) Executive Committee.
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- (d) up to two (2) trainees enrolled in and currently undertaking either the FACEM Training Program or JTP-PEM who is a member of PEM Network, appointed pursuant to College processes.

Of the maximum 10 members appointed pursuant to (a) to (c) above, at least two (2) shall be a current Fellow of ACEM (i.e. FACEM), and at least two (2) shall be a current Fellow of the Royal Australasian College of Physicians (RACP) (i.e. FRACP).

Of the maximum 12 members appointed to the PEM Network Executive, at least one (1) shall be resident in each of Australia and Aotearoa New Zealand; and at least three (3) shall be practising in non-tertiary referral paediatric emergency departments.

Members of the PEM Network Executive shall be appointed pursuant to the processes set out in Regulation A9.4 for a period of two (2) years.

The Chair and Deputy Chair shall be appointed by CAPP following the appointment of the PEM Network Executive. Appointment will be by a simple majority vote of CAPP following a call for nominations from the membership of the Executive. At a minimum, either the Chair or the Deputy Chair shall be a FACEM member of the PEM Network Executive.

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

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

3. Role and Authority

3.1 Role

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

- fostering and promoting quality clinical care for paediatric patients in emergency departments throughout Australia and Aotearoa New Zealand;
- developing a network of communication for clinicians within Australian and Aotearoa New Zealand who provide paediatric emergency care, and foster a 'community of practice' among the general membership of PEM;
- facilitating mentoring opportunities for FACEMs, other ACEM members and trainees working in or with an interest in paediatric emergency care;
- supporting emergency physicians delivering education and training, to those undertaking an accredited training program(s) with a compulsory paediatric emergency component;
- being a liaison group, for both ACEM and other bodies (local and international), advising on issues relating to the care of children in emergency departments, forging effective communication links with relevant medical, nursing and allied health groups and individuals;
- supporting the growth of paediatric emergency medicine research both with local projects and multicentre trials aligned with the directives of PREDICT; and
- providing advice and recommendations to CAPP and its entities as required on matters relating to the care of paediatric patients in emergency departments.

3.2 Extent of Authority

The PEM Network may provide advice to CAPP 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 PEM Network activities.

The Network may also provide advice to the ACEM Board, Council of Education and CJCT PEM regarding matters within its purview.

3.3 Reporting

The Network shall report to CAPP following each of its meetings.

4. Meeting Requirements

4.1 Meetings of the Executive

The PEM Network Executive shall meet at least once per year by electronic means, with the ability to meet more frequently where necessary and subject to the prior approval of CAPP.

4.2 Meetings of the Network

The PEM Network shall meet at least once per year by electronic means, in accordance with the requirements outlined in Regulation A9.5.

4.3 Quorum

The quorum for the transaction of business at a PEM Network Executive meeting is a clear majority of Executive members, one of who must be either the Chair or Deputy Chair.

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 PEM Network Executive.

5. 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

6. Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Apr-2020	Approved by ACEM Board
v2	Aug-2020	Approved by CAPP
v3	Dec-2021	Revisions to reflect review of Sections and alignment with revised requirements of Networks