



ACN 145 437 216

International Federation for Emergency Medicine

President:	Prof Peter Cameron
Vice President:	Dr Jim Ducharme
Immediate Past President:	Dr Gautam Bodiwala
Secretary General:	Dr Frederick Blum
Treasurer:	Dr Ian Knox
Member at Large:	Dr F. Hickey

TERMS OF REFERENCE

Core Curriculum and Education Committee

1. FOUNDATION AND PURPOSE

The committee was founded by the IFEM to develop and maintain a series of curricula spanning undergraduate, graduate, and continuing medical education. The target audience for the curriculum are nations with an emerging emergency medicine work force.

2. MEMBERSHIP

2.1 Chair: the Chair is nominated by the IFEM Executive and ratified by the Board. Term of office is 2 years, and is renewable.

Members: members are nominated by either the Board or the Chair, and should be as representative of IFEM membership as possible. Maximum number of voting members shall not exceed 12. With the approval of the chair, other IFEM member nations may sponsor observers to the committee in order to facilitate a more global perspective and gain committee experience. Committee work and sub-committee assignments are at the discretion of the chair and may be assigned to both voting and non-voting members.

2.2 Appointment and Terms of Office: all members are nominated for a period of no less than two (2) years; members may be reappointed at the end of their term.

3. REPORTING

The committee chair reports directly to the IFEM Board and IFEM Executive and provides a summary of activity at each Board meeting. The committee chair will provide additional reports as requested by the Executive. All curriculum documents must be approved by the Board prior to dissemination.

4. FUNCTIONS

- 1) Design focused emergency medicine curricula for the longitudinal spectrum of medical education: undergraduate, graduate, and continuing.
- 2) Design a spectrum of curricula suitable for the specific needs of various cultures, geographical areas and nations.
- 3) Review and modify standing curricula as required.
- 4) Prepare educational documents for dissemination via publication, web postings, or presentations at scientific meetings
- 5) Act as an advisory group with respect to the educational direction of IFEM.
- 6) Act as an advisory and consultancy group to member nations seeking consultation on the development of emergency medicine content and specialty training across the educational continuum.

5. MEETINGS

5.1 Timing and Frequency

The committee will meet at least 3 times every two years, coinciding with the dates of the Board meetings. Additional meetings via teleconference or cyberconference will take place on an as-needed basis. Most communication will be electronic.

5.2 Quorum

Quorum will be 50% of total membership.

5.3 Agenda Deadlines

Agenda items will be submitted to the Secretariat at minimum of two weeks prior to a committee meeting. The Chair or the Secretariat will ensure electronic distribution of addenda items to all members so that any additions may occur prior to a committee meeting. The Chair will submit addenda items and committee reports for the IFEM Board at least thirty (30) days prior to the scheduled meeting dates.