



International Federation for Emergency Medicine

TERMS OF REFERENCE

SPECIALTY IMPLEMENTATION COMMITTEE

1. FOUNDATION AND PURPOSE

1.1 General Introduction

The Specialty Implementation Committee (SIC) aims to fulfill the broad goals of IFEM, which are 'to promote at an international level, interchange, understanding and cooperation among physicians practicing emergency medicine.' The general purpose of the SIC is to assist countries in which emergency medicine is developing towards specialty status. It is understood that this is a huge and complex issue and that there is a certain amount of cross-over in the work done by committees, in particular with the Specialty Implementation and Clinical Practice committees.

1.2 Objectives

The six specific objectives of the SIC are:

- 1.2.1 To aid national associations in the area of developing **S**pecialty systems
- 1.2.2 To aid national associations in the area of **A**cademic development
- 1.2.3 To aid national associations in the area of **E**conomic Structure
- 1.2.4 To aid national associations in the area of **L**egislative Structure
- 1.2.5 To aid national associations in the area of **M**anagement systems
- 1.2.6 To aid national associations to develop a **N**ational Health Policy

2. MEMBERSHIP

2.1 Chair

The Chair is nominated by the IFEM Executive and ratified by the IFEM Board. The term of office is two years, and is renewable. A Vice-Chair is nominated by the Chair and ratified by the IFEM Board.

2.2 Members

Members are nominated either by the IFEM Board or the Committee Chair. Members should be as representative of the IFEM membership as possible, preferably with at least one member from each of the seven continents of the world i.e. North America, Central and South America, Europe, Africa and the Middle East, Asia and Australasia. The maximum number of members is 12, one from each of the seven continents, and the IFEM Executive.

2.3 Appointment and Terms of Office

Membership of the committee is for a period of two years which is renewable.

3. REPORTING

The Committee reports directly to Executive Committee and provides a summary of activity at each Board meeting. The Committee may provide additional reports as requested by the Executive.

4. STRUCTURE

4.1 Committee and Sub-committees

The Committee will take the lead in fulfilling its objectives. However, this will best be achieved, where possible, by forming sub-committees tasked to address each objective. Each sub-committee will have a Chair and members. The Chairman and members will be appointed every two years, and will report to the Chairman of the SIC.

4.2 Sub-committees

The sub-committees are:

- 4.2.1 The **S**pecialty systems Sub-committee of the Specialty Implementation Committee
- 4.2.2 The **A**cademic development Sub-committee of the Specialty Implementation Committee
- 4.2.3 The **E**conomic Sub-committee of the Specialty Implementation Committee
- 4.2.4 The **L**egislative Structure Sub-committee of the Specialty Implementation Committee
- 4.2.5 The **M**anagement systems Sub-committee of the Specialty Implementation Committee
- 4.2.6 **N**ational Health Policy Sub-committee of the Specialty Implementation Committee

5. FUNCTIONS

5.1 Needs and Resources

The SIC will determine the needs of member countries as they seek to develop emergency medicine, identify sources of knowledge, skills and experience to support such development, and provide links between the two.

5.2 Advisory Group to IFEM.

The SIC will act as an advisory group with respect to the direction of IFEM, and to emergency medicine specialists.

5.3 On-line

The SIC will supply and maintain online resources relevant to its six areas of responsibility.

6. MEETINGS

6.1 Timing and Frequency

The SIC will meet at least once a year, in the days preceding the date of the annual IFEM Board meeting. Most communication at other times is likely to be by e-mail, teleconference or videoconference.

6.2 Quorum

At least four members of the Committee should be present in order to constitute a quorum.

6.3 Agenda Deadlines

Notice of Committee meetings should normally be announced two months in advance. Agenda items should be submitted to the Secretariat at least one month in advance of the meeting. The Secretariat will ensure that the agenda and previous minutes are distributed to all members one month before the meeting.