



International Federation for Emergency Medicine

TERMS OF REFERENCE

Core Curriculum & Education Committee

1. FOUNDATION AND PURPOSE

The Core Curriculum and Education Committee was founded by the IFEM in 2008 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.

2.2 Members: The maximum number of voting members shall not exceed 4220. From this number a Vice Chair will be appointed by the Chair. In addition, the IFEM President and Board member appointed by the Executive, shall occupy ex-officio roles on the Committee.

2.3 Appointment and Terms of Office

Members are nominated by either the Board or the Chair, and should include:

- a member from each of the six identified geographic regions
- gender diversity
- content expertise,
- leadership potential, and
- support of their member organisation.

Chairs should encourage renewal and succession planning. Nominations may be solicited from IFEM member organisations or self-nominated by individuals. All members are **appointed** for a period of no less than two (2) years; members may be reappointed at the end of their term.

With the approval of the chair, other IFEM member nations may co-opt 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.

3. REPORTING

The committee chair reports directly to the IFEM Board and IFEM Executive and provides a summary of activity at each Assembly meeting. Annually, the committee will submit and report upon strategic objectives in line with IFEM's Strategic Plan.

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 professional education.
- 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 annually, coinciding with the ICEM meeting. Additional meetings via teleconference or cyberconference will take place on an as-needed basis. Most communication will be electronic. All voting members must attend at least one meeting (at ICEM or by teleconference annually). Failure to do so, without reasonable excuse, may result in a member's removal from the Committee and/or ineligibility to apply for future committee membership. Apologies are to be sent to the Staff Liaison and/or meeting Chair at least 48 hours prior to a scheduled meeting.

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 agenda items to all members so that any additions may occur prior to a committee meeting. The Chair will submit agenda items and committee reports for the IFEM Board at least thirty (30) days prior to the scheduled meeting dates.