



International Federation for Emergency Medicine

TERMS OF REFERENCE

GERIATRIC EMERGENCY MEDICINE SPECIAL INTEREST GROUP

1. FOUNDATION AND PURPOSE

The Geriatric Emergency Medicine Special Interest Group (GEMSIG) of the International Federation for Emergency Medicine (IFEM) is an international collaboration of people interested in promoting the high-quality care of older people requiring emergency care.

We seek to improve emergency care of older people through:

- sharing best practices by identifying, developing and disseminating guidelines and standards pertaining to GEM
- developing globally relevant education and training opportunities;
- promoting research in GEM
- supporting service development in GEM globally (including in the developing world)
- advocating for older people and their requirements from the Emergency Health Services

VISION STATEMENT

Our vision is to create an environment within the international emergency care community that promotes best practice, education, research, advocacy, and collaboration, which will serve to improve emergency care of the older person across the globe.

2. MEMBERSHIP

Membership of the GEMSIG shall be open to any individual who has a particular interest in Geriatric Emergency Care, as defined by the IFEM Bylaws.

- 2.1 Chair: The Chair is nominated by the IFEM Executive and ratified by the Board. Term of office is two years, and is renewable. The Chair will be appointed by Clinical Practice Committee (CPC), based on the recommendation of the SIG.
- 2.2 Secretary: The Secretary is nominated by the SIG to undertake duties outlined in the GEMSIG Operational Guidelines. The term of office will be 2 years.
- 2.3 A small GEMSIG Coordinating Group (GEMSIG CG) (10 or fewer persons) will be appointed from members of the SIG to guide activities, moderate the website discussion, maintain correspondence, and provide principal authorship of any recommendations to IFEM. This group will be representative of the international membership of IFEM and include the SIG Chair.

- 2.4 **Members:** Members are nominated by either the Board or the Chair, and should be as representative of IFEM membership as possible. 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.
- 2.5 **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 SIG will advise IFEM through the Clinical Practice Committee (CPC) on matters related to the development, practice, teaching and education of Geriatric Emergency care.

The SIG will be expected to liaise with other international bodies with regards to common practice areas and also to promote standardisation. The GEMSIG will report to the CPC Chair, via the SIG Chair, who if unable to attend, will delegate this responsibility to another member of the Coordinating Group.

4. OBJECTIVES

The objectives of the IFEM GEM SIG are to:

- 4.1 Provide a forum for networking between individuals with a particular interest in GEM.
- 4.2 Foster collaboration between individuals with an interest in GEM especially in the areas of:
- best practices and guidelines
 - education and training
 - research
 - service development
 - advocacy

5. MEETINGS

5.1 Timing and Frequency

The Coordinating Committee will correspond regularly by e-mail and virtual conference as needed. A virtual meeting of the whole GEMSIG will occur at least 3 times every two years, roughly coinciding with the dates of the Board meetings (February, July, and October) Additional meetings via teleconference or cyber conference will take place on an as-needed basis. Most communication will be electronic.

5.2 Representation of IFEM

The IFEM President is the official spokesperson for IFEM on all matters including areas of special interest. No member of the SIG, including the Chair, may speak on behalf of IFEM in any way, by any method of communication, without the authorization of the IFEM President.

5.3 Resources

Unless otherwise informed by the Executive in advance, the SIG shall not be authorized access to support from the IFEM Secretariat or the ability to commit or expend IFEM funds.

Version	Date	
v01	Dec 2016	Approved by IFEM Board