

Informatics Special Interest Group

Terms Of Reference

1. Foundation and purpose

The Informatics Special Interest Group (ISIG) of the International Federation for Emergency Medicine (IFEM) describes an official grouping of individuals, which sits under the Speciality Implementation Committee (See Appendix 1). In broad terms, clinical informatics is the use of computing and computer science to improve medical care. As computing is a general-purpose technology, the potential applications to improve emergency medicine (EM) care are very diverse. The ISIG will promote excellence in informatics emergency medicine practice worldwide.

2. Membership

Membership of the SIG shall be open to any individuals who belong to an IFEM Member organization. Exceptions can be made if the individual is from a non-IFEM organization but can offer individual expertise. Non-IFEM members must not exceed more than 40% of the total SIG membership.

2.1 Chair: The Founding Chair is nominated by the IFEM Executive and approved by the Board. At the next opportunity, the Chair will be elected by a majority vote of the members of the SIG. The term of office of the Chair is two years and is renewable for a further two-year term (in total four years).

2.2 Secretary: The Secretary is elected by the SIG to undertake duties outlined in the SIG Operational Guidelines. The term of office will be 2 years and is renewable for a further two-year term (in total four years).

2.3 A small SIG Coordinating Group will be elected from members of the SIG to coordinate and guide SIG activities. This group will be representative of the international membership of IFEM and include the SIG Chair. The composition of the coordinating group is likely to change as the SIG matures and a clearer picture of the

international EM informatics landscape emerges. The initial roles which need to be assigned as a priority are as follows:

1. Resources Lead(s)
2. Website Lead
3. Membership / communications Lead(s)
4. Conferences Lead
5. Chair Elect
6. Immediate Past Chair
7. Cross-linked post with NATSIG (New and Advanced Technologies SIG)

The Co-ordinating Group shall aim to include officers which adequately reflects diversity around the world. The coordinating group will be responsible for ensuring inclusion from IFEM organisations in North America, Central/South America, Europe, Africa, Asia and Australasia.

2.4 Members: Members are nominated by either the Chair, the IFEM Member organization or may be self-nominated, and should be as representative of IFEM membership as possible. Applications for membership should be made in writing to the chair or membership lead of the SIG and should include a description of the applicant's interest and involvement in special interest as justification of his or her membership of the group. Membership applications will be approved by the SIG Coordinating Group. The SIG will develop a system for periodically reviewing membership, so that the membership list remains current.

3. Reporting

The ISIG will report to IFEM through the Speciality Implementation Committee on its activities. The SIG Chair will be co-opted to membership of the relevant Committee. The SIG Chair will also report annually to the Leadership Group meeting held during the ICEM in June.

The SIG will be expected to liaise with other international bodies with regards to common practice areas and to promote standardization and co-operation.

5. STRATEGIC OBJECTIVES

5.1 Provide a forum for networking between individuals with a particular interest in informatics. The ISIG will use specially designed software to harness the power of web

2.0 technologies to improve collaboration. It is likely that the ISIG members will have the technical ability to adapt to these innovative technologies.

5.2 Foster collaboration between individuals with an interest in informatics especially in the areas of:

- advocacy
- best practices and guidelines
- education and training

5.3 Assist the annual ICEM Local Organising Committee in providing informatics content.

6. MEETINGS

6.1 Timing and Frequency

The Coordinating Committee will correspond regularly using the selected communicating platform and virtual conference as needed. A meeting of the whole SIG will occur annually during the ICEM. Virtual meetings will occur at least 3 times every two years. Additional meetings via teleconference or cyber conference will take place on an as-needed basis. Most communication will be electronic.

6.2 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.

6.3 Resources

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

Appendix 1 IFEM Organisational Chart.

