



Department of Emergency Medicine
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Policy on Interest Groups

Purpose

The Department of Emergency Medicine Advisory Group (DEMAC) supports formal interest groups in topics related to Emergency Medicine to facilitate:

- Identification of people interested in a particular sub-topic within more global emergency medicine
- Communication among those individuals to promote research, education, best practices and knowledge sharing
- Interdisciplinary contacts and communications
- Maintaining leadership in these topics/fields among interdisciplinary partners
- Documentation of activity to promote awareness to the Department, the Faculty of Medicine, the University of BC and the broader interested public
- A natural progression to a formal Division if warranted

Note that it is not the intent of Interest Groups to divide the faculty into "silos", but to bring together support, attention and interest in the many unique areas of Emergency Medicine, and to share with our colleagues.

Criteria for an Interest Group

At least 4 DEM faculty may declare an Interest Group by submitting a letter/e-mail of intent to the Head of the DEM (via emerg.admin@ubc.ca).

Criteria for an eligible Interest Group will be broadly inclusive, as long as they relate to Emergency Medicine, and ultimately to improving/promoting quality Patient Care.

Process to become a formal Interest Group

Submit a letter/e-mail of intent to the Head of the Department of Emergency Medicine.

The letter of intent must include:

- Names of founding members with one faculty member to act as "Chair"
- Definition/Description of the topic/area of interest
- Communication and activity plan for the first year
- One page of content (with relevant image) to go on the UBC DEM Web site describing the Interest Group, and providing contact information
- The Head will approve the formal formation of the Interest Group after discussion at the next DEMAC meeting

Membership

In the interests of building networks, and benefiting from multiple areas of expertise, the UBC DEM is open to all physicians, residents and medical students from any institution to be full members of an Interest Group.

Membership by non-physicians is encouraged and welcomed.

Membership lists should be maintained under the direction of the Chair.

Benefits

The DEM does not have a budget to support Interest Groups.

However, the following “*in kind support*” can be offered to facilitate communications.

- Presence on UBC DEM Web Page under Interest Group tab (minimum one page description with representative image and contact information)
- Conference calling up to 3 x 1 hour calls per year, arranged in advance through UBC DEM Office. Free conferencing options such as Skype are encouraged.
- Single e-mail mailing list for members of the Interest Group through UBC DEM Office.
- Permission to send e-mail announcements re: activities or opportunities related to the Interest Group that may be of interest to the Full Faculty (at discretion of Head of DEM)
- Access to Project Management Software, to permit online collaboration, communications, file sharing, etc.
- Distribution of formal letters on DEM letterhead after approval by the Head of the DEM

Obligations & Deliverables

- Chair will be answerable to the Head of the Department of Emergency Medicine for the public activities of the Interest Group.
- Chair will coordinate the submission of a simple annual report summarizing the activities of the Interest Group and confirming the intention to continue the Interest Group for the following year. Annual reports will be posted to the web site for each Interest Group so that they can be accessed by all faculty.
- Interest Groups are expected to follow all Department of Emergency Medicine and related Faculty of Medicine policies.

Dissolution of Interest Groups

- DEMAC will review annual reports from Interest Groups each year and may recommend dissolution on a case by case basis.