

AMERICAN COLLEGE OF EMERGENCY PHYSICIANS
Quality Improvement and Patient Safety Section
Operational Guidelines

The Quality Improvement and Patient Safety Section is chartered by the Board of Directors ("the Board") of the American College of Emergency Physicians ("the College") to enable those physicians who have a special interest or expertise in quality improvement and patient safety to meet for the purpose of initiation, discussion, and development of ideas which will improve patient care.

Since sections are considered a subcategory of membership of the College, sections will not have separate bylaws or formal incorporation documents, and their existence and operations shall be subject to the terms and conditions stated in Policy on Sections of Membership, as adopted and/or amended by the Board.

These Operational Guidelines have been drawn up to facilitate operation of the Section. They shall conform to the Constitution and Bylaws of the College, and the activities of the Section to the decisions of the Board. Projects in the areas of education, internal governance, legislation, or public relations shall be undertaken only with the advice and consent of the Board. The activities of the Section shall be intimately coordinated with those of the College.

1. Name

The name of this section shall be the Quality Improvement and Patient Safety Section.

2. Objectives

In addition to the general objectives of the College as set forth in the Constitution, the objectives of this Section shall be:

- 2.1 To develop a section where all ACEP members who are interested in continuous quality improvement and patient safety may share and develop a base of knowledge and improve the quality of patient care.
- 2.2 Conduct meeting activities in conjunction with the ACEP Scientific Assembly.
- 2.3 Participate in College activities, e.g., College Committees, Council Meeting, etc. as outlined in the "Policy on Sections of Membership."
- 2.4 Network with and provide a forum for all national agencies and international entities within which information and scientific exchange can be facilitated.
- 2.5 Develop system(s) for the collection and distribution of information that will advance the science, art, and techniques associated with quality improvement.
- 2.6 Develop a quarterly newsletter.

3. Membership

- 3.1 The membership of the Quality Improvement and Patient Safety Section shall consist of physicians who have a special interest or expertise in quality improvement and patient safety, who are interested in contributing toward the objectives of the Section, and who fulfill membership requirements as defined in the ACEP Bylaws. Section members may vote on Section matters and be officers of the Section.

4. Section Executive Committee

- 4.1 The governing body of the Section is the Executive Committee and shall be composed of four officers of the Section: Chairman, Chairman-elect, Immediate Past Chairman, and Secretary. Other past chairs and other members in the section may also be invited to help govern the Section.
- 4.2 Nominees for officers shall be members of the Section presented by the Section's Nominating Committee to the Section membership through its newsletter at least 30 days prior to the Section's annual meeting, which will be held in conjunction with the College's annual Scientific Assembly ("Scientific Assembly"). Nominations from the floor will also be accepted at the time of the Section annual meeting. If elections are held via e-mail or U.S. mail, write-in candidates will be accepted.
- 4.3 The election cycle of the Section's officers will coincide with the dates of the Scientific Assembly.
- 4.4 The election of officers shall be by a majority vote of the Section members present and voting at the annual meeting. The Section will elect a Chairman-elect and a Secretary. If the current Chairman-elect cannot serve as Chairman, the Section will also elect a Chairman.

5. Officers

The officers of the Section shall be the Chairman, the Chairman-elect, the Immediate Past-Chairman, and Secretary. The officers shall be members of the Section and serve for a term of one year, and may be re-elected for one year. Following the Chairman's term, there will be an additional one-year term designated as Immediate Past-Chairman. Officers may not serve more than two consecutive terms.

5.1 Duties of the Chairman of the Section:

- 5.1.1 The Chairman shall be appointed by the College President to serve as a voting member of a related College Committee if one exists.
- 5.1.2 The Chairman may attend Board of Directors meetings at his own expense; and will receive minutes of meetings of the Board, Council, Steering Committee, etc. of the College.
- 5.1.3 The Chairman shall keep the Board of Directors and Executive Director informed of Section activities via copies of correspondence, agenda, minutes of meetings, etc.
- 5.1.4 The Chairman will submit an annual report to the College President and Executive Director. This shall consist of a list of achievements and activities of the past year and goals and objectives for the coming year.
- 5.1.5 The Chairman shall submit to the Board of Directors for approval all section plans, goals, objectives, budgets and meetings before they are implemented by the Section.
- 5.1.6 The Chairman shall preside at the annual meeting of the Section and at any other meetings of the Section. If absent, the Chairman shall assign this function to the Chairman-elect.
- 5.1.7 The Chairman shall appoint chairmen and members to any standing and special committees of the Section to carry out Section activities.

- 5.1.8 The Chairman shall have the privilege of recommending the appointment of Section members to Committees of the College or Section members representing the interests of the College with external organizations.
- 5.1.9 The Chairman shall be a member ex officio of all standing and special committees of the Section.
- 5.1.10 The Chairman will review all Section Grant proposals developed by their Section members. Those developed section grant proposals that are determined to be appropriate for submission are then signed and submitted to the appropriate committee or task force assigned to manage the Section Grant Program.

5.2 Duties of the Chairman-elect:

- 5.2.1 The Chairman-elect shall serve as an officer of the Section.
- 5.2.2 The Chairman-elect shall assist the chairman in his duties for the Section as designated by the Chairman.
- 5.2.3 The Chairman-elect shall serve as Chairman in the absence of, resignation, or death of the Chairman.

5.3 Duties of the Immediate Past-Chairman:

- 5.3.1 The Immediate Past-Chairman shall serve as an officer of the Quality Improvement and Patient Safety Section.
- 5.3.2 The Immediate Past-Chairman shall serve as Chairman of the Section Nominating Committee.
- 5.3.3 The Immediate Past-Chairman shall assist the Chairman in his duties for the Section as designated by the Chairman.

5.4 Duties of the Secretary:

- 5.4.1 The Secretary shall take the minutes of the annual meeting of the Section and submit it to the College.
- 5.4.2 The Secretary shall provide the Board of Directors the names of the elected Section officers.
- 5.4.3 The Secretary shall assist the Section Chairman in the preparation of an annual meeting and the chairmen of other committees of the Section, as requested.
- 5.4.4 The Secretary shall distribute to the membership via the Section newsletter:
 - 5.4.4.1 The minutes of the annual meeting of the Section.
 - 5.4.4.2 Such information as shall from time to time be of interest to members of the Section.
- 5.4.5 The Secretary shall notify members regarding their appointment to any committees of the Section and shall send copies of such notification to the Executive Director of the College.

5.4.6 The Secretary shall give due notice of all meetings of the Section and the Executive Committee of the Section to the membership of the Section and the Board of Directors of the College.

5.4.7 The Secretary shall serve as editor of the Section newsletter.

5.4.8 The Secretary shall carry out such other duties as are assigned by the Chairman of the Section and the Board of the College.

5.5 Duties of the Staff Liaison:

5.5.1 The Staff Liaison shall assist the officers of the section in the execution of their duties.

5.5.2 The Staff Liaison shall assure that copies of all section meeting agenda, minutes, operating guidelines, and other correspondence are appropriately disseminated to the Executive Director of the College, to the Section Coordinator of the College ("Section Coordinator"), and to the Board.

5.5.3 The Staff Liaison shall coordinate all activities of the Section with the Section officers, with the Section Coordinator and with any relevant College Committees, including setting up Section meetings, and preparation of the Section newsletter.

5.5.4 The Staff Liaison shall carry out or arrange to be carried out such other Section duties as are assigned by the Chairman of the Section, the Executive Director, or the Board in order to facilitate approved Section operations.

6. Councillor

6.1 The Chairman of the Section, at the time of the Council meeting, shall represent the Section to the Council of the College ("the Council"). The Chair-Elect of the Section at the time of the Council meeting shall serve as the Alternate Councillor. If the Chairman cannot serve as Councillor, there shall be a progression, with the Chair-Elect serving the role of Councillor, and the Secretary serving as the Alternate Councillor.

6.2 Duties of the Councillor and Alternate Councillor:

6.2.1 They shall represent the Section at the Council meeting.

6.2.2 They will have the duties, obligations, and privileges as designated by the bylaws and procedures adopted by the Council.

6.2.3 They will keep the Section informed of all Council activities before, during, and between sessions and report to the Section, in its newsletter, all important matters considered.

6.2.4 They will bring resolutions to the Council from the Section as they are developed.

7. Standing and Special Committees

7.1 The Chairman shall appoint a Nominating Committee as a standing committee and designate the Immediate Past Chairman to serve as Chairman. From time to time, the Section Chairman shall appoint special committees when indicated.

7.2 The Nominating Committee shall consist of at least three members appointed by the Chairman of the Section for a term of one year. In addition, the Immediate Past Chairman will chair the Committee.

8. Meetings

The annual meeting of the Section will be held during the annual Scientific Assembly of the College and will consist of two portions:

- 8.1 A professional program open to all members of the College, professionals, paraprofessionals and guests invited by the Section.
- 8.2 An open business meeting, with voting limited to Section members only.
- 8.3 At their own expense, sections may hold special meetings at other ACEP functions.
- 8.4 Sections may seek outside funding support for their meeting as long as it is not in conflict with the College's fund raising activities associated with Scientific Assembly.

9. Dues

The dues for the Section are established by the Board of Directors of the College.

10. Additional Funding for Activities

- 10.1 To increase its funds, the Section may apply for: 1) An allocation of 15% of its total dues collected during the previous year; or 2) A one-time per project voluntary special assessment.
- 10.2 The Section may raise funds from outside entities such as corporations. All such fundraising must be approved in advance by the College and meet the criteria established by the College.
- 10.3 The Section may apply for a Section Grant. Projects can be funded which benefit individual sections as well as advance emergency medicine and educate the public.

11. Parliamentary Authority

The ultimate authority for all QIPS meetings shall be the parliamentary authority approved for use for proceedings of the College. However, consistent with the philosophy and techniques of quality improvement (QI), such tools as brain-storming and multi-voting may be used.

12. Voting

12.1 Voting on any issue, except amendments to these Operational Guidelines, may be accomplished either during the annual meeting, or via a mail ballot. Mail ballots can be electronic and/or U. S. mail. The Chair shall determine which method is appropriate for each item coming before the Section.

12.2 For e-mail and U.S. mail ballots, the voting membership will be defined as the section membership on the date the ballot is sent. The majority of dues paying section members (based on the number of dues paying members on the day the ballot is sent)

must approve any item in order for the item to be approved.

For e-mail and U.S. mail ballots, write-in candidates will be accepted.

12.2.1 Voting by E-mail

Snap Survey software will be used to e-mail the ballots and to tally the results.

Two e-mail notices will be sent, seven days apart, to all section members regarding the upcoming ballot.

Seven days after the second notification email, the ballot will be e-mailed once to all section members with a due date for return by e-mail in 10 days.

12.2.2 Voting by U.S. Mail

Mail ballots shall be distributed to members through the section newsletter or the section e-list a minimum of thirty (30) days prior to the voting deadline. The ballot will also be sent once via U.S. mail to all section members with a due date for return in 10 days. Executed mail ballots will be forwarded to by e-mail or U.S. mail to the section staff liaison.

13. Amendments

Any member of the Section membership may originate a proposed change in these Section Operational Guidelines. Proposed amendments to the Operational Guidelines must be submitted in writing to the Chairman in care of the Section's Staff Liaison at the College, at least ninety (90) days prior to the scheduled annual meeting.

Proposed amendments will be published in the Section newsletter immediately preceding the annual meeting of the Section, and will be placed on the agenda of the Section annual meeting. Any proposed amendment must be approved by two-thirds of the members present and voting during the annual meeting.

Adopted amendments will be reviewed by the Section Executive Committee and the Board of Directors of the College. Amendments approved by the Board of Directors of the College will be published in the Section newsletter preceding the next annual meeting of the Section.

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