



The Royal College of Emergency Medicine

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Proposal for RCEM endorsement of EM development activities in Low and Middle Income Countries (LMIC)

The RCEM Global EM committee ('GEMC') will review all requests for endorsement of EM development activities in LMIC. The purpose of this proposal is to ensure we can act to encourage and support worthwhile activities without reputational or financial risk to the College.

Relevant activities

Such activities will include, but are not restricted to, international conferences, courses and research projects. Henceforth these are referred to as 'activities'.

Endorsement privileges and responsibilities

RCEM endorsement does not imply any financial support, nor validation of CME/CPD. Endorsement indicates that the GEMC considers the activity to be a positive contribution to the ongoing development of EM practice, training or research in LMIC, and which we would encourage emergency care practitioners to attend or assist with, as appropriate.

Endorsement allows the organiser of the activity to use the RCEM logo in their publicity, making it clear only that the activity is "endorsed by the Royal College of Emergency Medicine".

Any publicity produced using the RCEM logo must be submitted for review to the GEMC before distribution.

Endorsed activities will be listed on the GEMC webpage.

Conference endorsement requires the organising body to invite at least one speaker to attend the conference as an RCEM representative. This invitation will be extended through the GEMC.

Request process

Requests should be submitted 6 months prior to the activity but may still be considered if submitted within 3 months of the activity.

Excellence in Emergency Care

Requests for profit-making activities will be expected to pay a registration fee of £500 to RCEM for endorsement. This fee may be reduced or waived for non-profit-making activities, at the discretion of the GEMC.

Requests should be submitted on the form available on the GEMC webpage. The form will include the following information (this list is subject to amendment by the GEMC, as needed for the selection criteria):

- The activity proposed for endorsement
- The organising body or bodies, and significant partnering bodies
- Dates and location of the activity
- The overall aims and objectives of the activity
- Description of how the activity will promote the development of EM practice, research or training
- Confirmation whether the activity is non-profit-making, or profit-making
- For conferences and courses,
 - the expected target audience (number and background of delegates)
 - the draft programme (topics and speakers)
- For research projects, the study protocol and confirmation of IRB approval
- Sponsoring organisations and other sources of funds

Selection process

All activities selected by GEMC for endorsement will be selected based on criteria determined by the GEMC. These criteria may be amended as necessary by the GEMC, and will be available on the GEMC webpage.

The committee will approve activities that meet the following criteria:

- The activity will take place in an LMIC.
- An LMIC organisation is the sole organising body, or a genuine partner in both the planning and delivery of the activity.
- The activity is clearly intended to promote the development of EM training, research or education in LMIC.
- The activity is likely to make a significant contribution to the development of EM training, research or education in LMIC.
- The activity will not, in the opinion of the GEMC, have the capacity to harm the reputation of the College.
- The activity has a clear and realistic timescale.
- For conferences and courses, the proposed programme is of sufficient quality and relevance to the target audience.
- For research projects, the protocol is of sufficient quality to achieve its objectives, and has received IRB approval from the appropriate authority.
- For activities which generate a profit the GEMC will consider a charge being made for College endorsement and liaise with the CEO and Treasurer to discuss this.

GEMC members will use their discretion to judge the above criteria, and a simple majority of the GEMC will be required to endorse the activity.

The GEMC will endeavour to provide a response to the organising body within two months of the application.

Follow-up

All endorsed activities must submit a report to GEMC within one month of the completion of the activity. These reports will be available on the GEMC webpage.

The RCEM representative invited to an endorsed conference or course, must submit a report to GEMC within one month of attendance. These reports will be available on the GEMC webpage.

Concerns about the conduct of an endorsed activity will be discussed by the GEMC. If the organising body is considered not to continue to meet the selection criteria, or to have failed to meet their responsibilities, endorsement will be withdrawn.

Notes:

Relevant sections of GEMC terms of reference

Mission

- To encourage opportunities for practice, training and research in global EM

Remit

- RCEM representation at key international EM conferences particularly focusing on low income countries
- Support for courses and conferences in LMIC for EM training and development