



COUNCIL OF RESIDENCY DIRECTORS IN EMERGENCY MEDICINE

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Innovation • Collaboration • Scholarship

# **Compendium of Board Policies**

**Updated December 2019**

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## **ANNUAL REVIEWS**

Annual Review Postponed March 2014 – Postponed due to ongoing review.

Adoption of updated Board Policy Compendium, June 15, 2014 – Individual sections revised are indicated within that section.

Annual Review Conducted June 15, 2014 – All policies reaffirmed.

Annual Review Conducted July 27, 2015 -BOD approved as updated --Individual sections revised are indicated within that section.

Annual Review Conducted March 28, 2016 -BOD approved as updated --Individual sections revised are indicated within that section.

Annual Review Completed October 30, 2017- BOD approved as updated. Individual sections revised are indicated within that section.

## **Section I – Introduction**

This document is the summation of all policies adopted by the CORD BOD. This compendium has been completely reviewed annually and approved by the BOD. The policy compendium is to be reviewed in total as per the Annual BOD Review policy. All other policies are rescinded.

### Legend

CORD Board of Directors = BOD

Emergency Medicine = EM

Program Director=PD

Emergency Medicine Association of Residency Coordinator Community of Practice= EMARC

## **Section II: Membership**

### **A. Code of Ethics for the Leadership**

CORD leadership is considered any elected or appointed member of the BOD, committees, or liaisons. This Code is intended to focus the BOD and each leader on the duties and responsibilities of leaders of CORD, provide guidance to leaders to help them recognize and deal with ethical issues, provide mechanisms to report unethical conduct, and help foster a culture of honesty and accountability. Each leader must comply with the letter and spirit of this Code.

**B.** Management staff is held to the same standards as elected and appointed leadership in addition to the staff policies of ACEP.

### **1. Conflicts of Interest**

- a.** BOD members have a paramount interest in promoting and preserving the best interests of CORD. Leaders should avoid any real or apparent conflicts of interest between themselves and CORD. Any situation that involves, or may reasonably be inferred to involve, a conflict between a leader's personal interests and the interests of CORD should be disclosed to the President and Executive Director. Leaders must disclose information on their financial interests in organizations doing business with CORD.
- b.** It is imperative that all leaders, whether appointed or elected, exercise good faith by disclosing information relating to conflicts or potential conflicts of interests and excusing themselves from voting on any issue before the BOD that could result in a conflict, self-dealing, or any other circumstances wherein their privileged position as leaders would result in a detriment to CORD or in a noncompetitive, favored, or unfair advantage to either themselves or their associates. (refer conflict of interest form)
- c.** Leaders may not engage in any conduct or activities that are inconsistent with CORD's best interests or that disrupt or impair CORD's relationship with any person or entity with which CORD has or proposes to enter into a business or contractual relationship.
- d.** A leader, or any member of his or her immediate family, should avoid the acceptance of gifts where a gift is being made in order to influence the leader's actions as a member of CORD, or where acceptance of such gift gives the appearance of a conflict of interests.
- e.** Members of the BOD, committee chairs, committee members and liaisons shall not be paid for their time and effort when functioning in the role of a BOD member, committee chair, committee member or liaison. This does not preclude reimbursement for reasonable expenses incurred while performing activities on behalf of CORD if the requested reimbursement conforms to current policy.
- f.** Leaders may not use CORD assets, labor, or information for personal use unless approved by the BOD or as part of an expense reimbursement program available to all leaders.
- g.** Leaders must disclose any elected or appointed positions at other national organizations. Leaders who hold an officer position in state or local organizations are exempt.
- h.** All leaders must read the CORD Conflict of Interest Policy, sign the disclosure form annually and comply with the policy.

## **2. Confidentiality**

Leaders should maintain the confidentiality of information entrusted to them by CORD and any other confidential information about CORD that comes to them, from whatever source, in their capacity as a leader, except when disclosure is authorized or legally mandated. For purposes of this Code, "confidential information" includes all non-public information relating to CORD.

## **3. Compliance with laws, rules and regulations, and fair dealing**

Leaders shall comply, and oversee compliance by management group, officers, and other leaders, with laws, rules and regulations applicable to CORD. Leaders shall oversee fair dealing by management group and officers with CORD's customers, suppliers and competitors.

## **4. Encourage the reporting of any illegal or unethical behavior**

Leaders should promote ethical behavior and take steps to ensure CORD: (a) encourages the leadership to talk to the BOD, staff, and other appropriate personnel when in doubt about the best course of action in a particular situation; (b) encourages leaders to report violations of laws or rules; and (c) inform leaders that CORD will not allow retaliation for reports made in good faith.

## **5. Compliance procedures**

Leaders should communicate any suspected violations of this Code promptly to the President or Executive Director. Violations will be investigated by the BOD or by a person or persons designated by the President.

## **B. Equal Opportunity**

All CORD members shall be eligible to participate in CORD activities with participation defined by the category of membership. Activities conducted by other organizations are eligible for CORD co-sponsorship or financial support only if the activity is open to all CORD members of the defined category of membership.

## **C. Classes of Membership**

### **1. Member Program**

A member program is a residency training program in Emergency Medicine that is accredited by the Accreditation Council for Graduate Medical Education or the American Osteopathic Association. A member program shall be defined as a graduate training program in Emergency Medicine holding current accreditation by the Residency Review Committee for Emergency Medicine.

Member programs, with the exception of fellowship programs, shall be eligible for five physician representatives consisting of the residency director, two faculty designees, the clerkship director, a residency coordinator and a resident. Additional faculty and resident members may be designated by the Residency Director.

Member program representatives shall be eligible for participation in the organization's activities, including serving on committees and task forces.

*Revised 10/30/2017*

### **2. Associate Member Program**

An Associate Member Program is a training program that does not meet eligibility criteria for Member Programs and is a program type listed below

- a. Proposed categorical emergency medicine residency programs not yet accredited by the Accreditation Council for Graduate Medical Education or the American Osteopathic Association.
- b. Fellowship training programs that train emergency medicine residency graduates. Fellowship programs in the same Department of Emergency Medicine as a program that is a Member Program are considered dependent Associate Members and may join CORD with the parent emergency medicine residency program. Fellowship training programs not associated with a parent emergency medicine parent program may join as independent fellowship programs.
- c. International emergency medicine residency training programs.

An associate member program, with the exception of fellowship programs, shall have a maximum of five physician representatives consisting of the residency director or person who is actively developing a program, two designees of the program, the clerkship director, a resident and a residency coordinator

Associate member program representative shall be eligible for participation in the organization's activities, including serving on committees and task forces.

Associate member program representatives and residency coordinators shall not be eligible to serve on the BOD or chair committees or task forces. Residency coordinators may only serve on EMARC committees.

*Revised 10/30/2017*

### **3. Residency Coordinator**

A residency coordinator member is from a program with current membership in CORD.

Residency coordinator members may elect an executive committee and establish guidelines for conducting activities. Guidelines must be in concordance with the constitution and bylaws of CORD and be approved by the coordinators and the CORD BOD.

A residency coordinator from a member program is eligible for election as a non-voting ex officio BOD liaison.

### **4. Alumni**

An alumni member is a former representative to CORD who no longer has representative status who has petitioned and been approved by the CORD BODs for alumni member.

An alumni member shall be limited to those who have made significant contributions to CORD.

An alumni member is approved by the BOD for a term of two years and must reapply for continued membership.

An alumni member may serve on or chair CORD committees or task forces.

An alumni member is not eligible for election to the BOD.

An alumni member will not be counted as one of the three representatives of a member program.



All alumni member applications are subject to approval of the BOD and must be renewed annually.

## **5. Emeritus**

An emeritus member is a former program member representative to CORD who no longer has representative status but has made significant contributions to CORD and has petitioned and been approved by the BOD for an emeritus member.

An emeritus member shall have continued involvement within the organization as an honorary member.

An emeritus member status is for an indefinite period of time or for a period of time approved by the BOD.

An emeritus member shall not be eligible for election to the BOD.

All emeritus member applications are subject to approval of the BOD. Emeritus appointments are lifetime appointments.

## **D. Membership Renewal**

Membership is based on calendar year. CORD will honor membership renewal prior to the end of previous membership expiration date. The membership will continue for a 12-month period beginning January 1. Membership services for these members will be in effect as long as membership is current.

## **E. Dues Structure**

The BOD shall retain the authority to determine membership dues based upon its annual budgetary review process. Dues will be assessed according to membership category of one of the following: Member Program, Associate Member Program, Residency Coordinator, Alumni and Emeritus. CORD reserves the right to adjust dues structure or membership categories as deemed necessary by the BOD.

## **F. CORD Anti-Harassment and Safety Policy Statement**

All CORD BOD and members (hereafter referred to as members) will be treated and are to treat each other with respect, integrity, and fairness. Members will not be subjected to, and will not subject each other to, harassment of any kind. All members deserve to be safe and free of a hostile environment in business dealings with CORD.

CORD forbids retaliation or other adverse action against anyone who has reported harassment. Anyone experiencing retaliatory behaviors should report the conduct immediately to the individuals listed below. The behaviors will be investigated.

### **1. Harassment**

CORD is committed to providing its members with an environment that is free of harassment. Each CORD member has a responsibility under this policy to avoid demonstrating behaviors or conduct that might reasonably be interpreted as harassment.

Harassment is verbal or physical conduct (which may include, but is not limited to, epithets, slurs, negative stereotyping; threatening, intimidating, or hostile acts; or written or graphic material) that denigrates or shows hostility or aversion toward an individual. These behaviors cause a hostile environment, and they will not be tolerated at CORD.

In addition to being against CORD policy, the above harassment is against the law if it is done because of an individual's (or that of his/her relatives', friends', or associates') race, color, religion, gender, national origin, age, qualified handicap or disability, veteran status, sexual orientation, or other protected category under federal, state, or local law. Harassment or discrimination of a resident representative by another CORD member may represent a Title IX violation

Sexual harassment is defined in federal regulations as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature".

Examples of sexual harassment may include, but are not limited to, the following:

- a. making comments about a person's clothing, body, or personal life
- b. using a nickname or term of endearment not of that individual's choosing
- c. making sexual propositions
- d. making suggestive comments
- e. telling sexually-oriented jokes or making sexual innuendoes
- f. using obscene gestures or language
- g. displaying obscene or offensive printed material or pictures
- h. leering at a person's body
- i. making physical contact such as touching, hugging, patting, pinching, rubbing against another's body, or kissing
- j. third party sexual harassment

Members who believe that they have been subject to harassment should take the following actions:

- a. If you are comfortable doing so, speak to the offender about his/her behavior. State firmly that you do not like it. Respond immediately; do not ignore the problem.
- b. Contact the CORD President, Officers, other BOD member, or the Executive Director

It is important that you inform CORD about harassment. We cannot do anything to remedy the situation if we do not know it exists.

When the CORD BOD determines that this policy has been violated, the BOD will convene to address the violation and will take corrective action.

## **2. Safety**

CORD members have a right to be safe. All members are to behave in a manner that does not jeopardize another's safety. Behaviors that will not be tolerated include:

- a. Fighting, punching, hitting
- b. Yelling loudly in a threatening manner
- c. Abusive behavior or language
- d. Behaving in a threatening manner that makes others afraid for their safety
- e. Behaving in a threatening manner that keeps others from being able to work

Violation of this policy could result in disciplinary action including loss of membership and/or removal from leadership positions, including while action is pending.

## **Section III: Administration**

### **A. Governance**

The purpose of the CORD BOD is to manage the affairs of the organization in compliance with the applicable laws and CORD's bylaws.

#### **1. Governing Style**

The BOD will govern with an emphasis on:

- a. Outward vision rather than internal preoccupation,
- b. Encouragement of diversity in viewpoints,
- c. Strategic leadership more than administrative detail,
- d. Clear distinction of BOD and Executive Director roles,
- e. Collective rather than individual decisions,
- f. Future rather than past or present, and
- g. Productivity rather than reactivity. On any issue, the BOD must ensure that all divergent views are considered in making decisions, yet must resolve into a single organizational position

#### **2. BOD Member Job Description**

The job of the BOD members is to represent the members of CORD in determining and demanding appropriate organizational performance.

#### **3. Gifts**

The BOD may accept on behalf of CORD any contribution, gift, bequest, or device for the specific purposes of this Council. This gift must be submitted immediately to CORD, and may not be used for individual purposes. These gifts become the sole property of CORD. It should be explained that although an individual BOD member is accepting this gift, this gift is directed toward CORD.

### **B. Signature/Title Restriction Policy**

1. Committee members, BOD Members, and Officers are official representatives of CORD. When occasions arise where professional issues are being discussed, or communicated, as part of committee work, BOD meeting, or Officer discussions, make sure that the position is made clear, i.e.
  - a. expression of individual position
  - b. committee's proposed position; and
  - c. official position of CORD as approved by the BOD
2. A profession-related concept, notion, viewpoint or position formulated by a committee does not become official CORD policy until it is presented to, and approved by, the BOD with a formal motion.
3. Official written and electronic correspondence should be prepared on CORD letterhead. All correspondence sent out on CORD letterhead must be copied to the Headquarters office to be made part of the official file.
4. Use of CORD letterhead is strictly limited to official, sanctioned CORD correspondence formulating the approved positions of CORD. Use of CORD letterhead supporting a personal and/or professional opinion is strictly prohibited as you are not acting in the official capacity as a spokesperson for CORD.
5. Use of your committee/BOD or Executive BOD titles in any signature block or personal title reference is strictly limited to official, sanctioned CORD correspondence stating the approved positions of CORD. Use of your CORD title supporting a personal and/or professional opinion or in connection with your professional employment is strictly prohibited as you are not acting in the official capacity as a spokesperson for CORD.

## **C. CORD Listserv**

### **1. CORD Listserv**

The sole purpose of CORD's Listserv is for CORD members to electronically communicate directly with each other. Members are allowed to solicit other members for information, best practices, data and survey participation as well as disseminate information, best practices, data and survey results.

The distribution of information, content or other electronic materials for the profit or benefit of any entity other than CORD must be approved by the Executive Director or CORD President. Requests must be submitted in writing and include any materials that would be associated with the information disseminated, if approved. CORD's response to submitted requests will be provided in writing.

### **2. Membership Lists**

CORD will not sell, rent or giveaway its membership lists.

### **3. CORD Listserv and Online Community Etiquette**

Often referred to as "netiquette", Listserv and Community Etiquette are informal rules and procedures established for users of e-mail, listservs and online communities/forums to provide some simple guidelines to make these electronic communication tools more enjoyable and less annoying or bothersome.

- a. Be sure to include a descriptive subject line. E-mails received with no subject line may likely be perceived as spam by an email filter and be deleted before reaching the recipient's inbox.
- b. Responses to many listserv list questions and discussion topics are of interest to the entire list. In these cases, it is appropriate to reply to the listserv list address.
- c. Personal replies should be directed to specific individuals rather than to the entire list. Remember to cut and paste the sender's e-mail address when replying rather than simply hitting the "Reply" button which sends the response to the entire list.
- d. If you receive a notice that your original e-mail was 'rejected' or you received a 'delivery error', find out the reason for the rejection before resending the message so people do not receive duplicate e-mails. Often times, the error was in response to a problem with a single recipient's email and the message was indeed sent and received by many other list subscribers.
- e. The listserv and online communities should be used only for matters of relevance to CORD/EMARC.
- f. Always remember that the listservs and online communities contains members of different backgrounds, politics, religions, etc. The listserv and online communities cannot be used for dissemination of religious beliefs, political beliefs or social policy. Violators will have their listserv access reviewed. Discussion of how these items affect the mission of the organization may be permissible if posted in a socially appropriate manner. If uncertain, contact the CORD office prior to posting.
- g. Listservs and online communities may not be used for the solicitation, promotion, or sales of commercial products or services unless approved by the BOD. Violators will have their listserv or online community access reviewed.
- h. Listservs and online communities may not be used for campaign purposes for any office other than those within CORD/EMARC. Violators will have their listserv and online community access reviewed.
- i. Listserv and online communities may not be used to promote or engage in political activities. Violators will have their listserv or online community access reviewed.
- j. Do not use the listserv or online community for jokes, personal stories unrelated to our mission, or to communicate with individuals. Remember that with people of

diverse backgrounds (including international members), humor often does not transmit well and may inflame your audience. Violators will have their listserv or online community access reviewed.

- k. Listservs and online communities are not to be used as personal blogs. There are many free online sites that are designed specifically for posting thoughts and ideas and offering others the opportunity to follow those postings. Listservs and online communities, on the other hand are intended for distributing topic-related information that the list members as a group might benefit from sharing.
- l. Be respectful and considerate of your colleagues in your postings. We encourage and respect healthy disagreements. If you disagree or become upset with someone's response or use of the list, reply to that person directly when appropriate.

Please contact the CORD office if you have questions about appropriate use of the listserv and online communities or concerns about content on the listserv or online community. Remember that while the listserv is viewed by many, there is no formal policing or monitoring and posts are sent without being reviewed by anyone other than the author.

#### **D. Process for Developing CORD Member Initiatives**

One of the integral components of the CORD culture is the open and active contribution of its members. This creative and sharing spirit is a unique aspect of our organization. As CORD grows, our challenge is to continue to encourage innovation and ensure a platform for new ideas, but also to develop a process to prioritize initiatives, allocate human and financial resources appropriately, and assure that new projects are aligned with CORD's mission.

Goal: To create a more formalized process for the identification and development of member generated initiatives.

##### **1. Process:**

###### **a. Identifying initiatives**

Initiatives will be actively solicited by email, including the use of the CORD newsletter. The CORD Project Request for Support form will be available on the CORD website.

###### **b. Philosophy and criteria used to review submissions**

The following criteria include values from the CORD vision and mission statements, and will be used in the selection process: innovation, collaboration, and development of product or service that advances emergency medicine education or training, opportunities for scholarship, feasibility, resource requirements.

The number of annually approved initiatives will depend on financial considerations as well as the quality of submissions as reflected in the selection criteria above.

###### **c. Responsibility for reviewing and selecting submitted initiatives**

The CORD BOD will have final approval authority, including goals, objectives, and deadlines. Feedback will be provided for all submissions.

###### **d. Budget**

CORD will include financial resources in its annual budget to support member initiatives.

###### **e. Accountability for successful completion and implementation of the project**

The individual submitting and leading the project will agree to deadlines for action steps and project completion.

## **Section IV: BOD**

### **A. Elections**

#### **1. Nominations**

- a. The nominating process will begin on or by November 15 of each year.
- b. Candidates can self-nominate or be nominated by another CORD member in good standing.
- c. Nominated candidates must complete and submit:
  - i. Copy of his/her CV.
  - ii. A platform statement.
- d. Candidate submissions will be reviewed by the Nominating Committee for final approval and acceptance to run as a candidate in the election.
- e. Official declaration is when a nomination is received in writing, or electronically, by CORD.
- f. The declaration period begins November 15 and closes December 15 at midnight (Central) of each year.
- g. Candidates must be a CORD member in good standing.

The BOD reserves the right to verify information on a candidate's platform statement and/or CV.

*Revised 10/30/2017*

#### **2. Campaign Materials**

- a. Candidates' platform statement and biographical information will be made available to eligible CORD members at the time of voting.

*Revised 10/30/2017*

#### **3. Voting and Ballots**

- a. Member programs in good standing are eligible to vote and shall have a maximum of one vote per election.
- b. Voting for CORD BOD will open on February 1 and close on February 15 at midnight (Central) of each year.
- c. A majority of valid ballots shall elect the President-Elect, and Secretary-Treasurer.
- d. The candidates for Director at Large positions receiving the highest number of votes cast shall be elected to office, up to the number of available positions.
- e. In the event that there is no majority, a run-off election between the candidates receiving the most votes for the affected position shall be held. The run-off election will run in length no more than seven (7) days. A majority of valid ballots shall elect in a run-off election.
- f. CORD management services group will tally and give final voting results to the Secretary-Treasurer for review.
- g. Secretary-Treasurer will inform each candidate of the election outcome within three (3) business days from the close of the election.
- h. Once candidates are informed of the election outcome, the CORD membership will be notified.

*Revised 10/30/2017*

#### **4. Installation of BOD**

The installation of the newly elected BOD takes place at the beginning of the BOD meeting conducted in conjunction with CORD's *Academic Assembly*.

*Revised 10/30/2017*

**B. CORD Conflict of Interest Policy and Disclosure Form**

In their capacity as directors, the members of the CORD BOD must act at all times in the best interests of CORD. The purpose of this policy is to help inform the BOD about what constitutes a conflict of interest, assist the BOD in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual BOD members as described below.

1. BOD members have a fiduciary duty to conduct themselves without conflict to the interests of CORD. In their capacity as BOD Members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of CORD.
2. A conflict of interest is a transaction or relationship, which presents or may present a conflict between a BOD member's obligations to CORD and the BOD member's personal, business or other interests.
3. All conflicts of interest are not necessarily prohibited or harmful to CORD. However, full disclosure of all actual and potential conflicts and a determination by the disinterested CORD BOD members – with the interested BOD member recused from participating in debates and voting on the matter – are required.
4. All actual and potential conflicts of interests shall be disclosed by CORD BOD members to the CORD BOD through the annual disclosure form and/or whenever a conflict arises. The disinterested members of the CORD BOD shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The CORD BOD shall inform the individual of such determination and action. The BOD shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
5. On an annual basis, all CORD BOD members shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the CORD BOD, as well as all other conflict information provided by BOD members.
6. On an annual basis, all CORD BOD members shall sign a statement acknowledging that they sometimes have access to confidential information and pledge to protect the confidentiality of that information.
7. On an annual basis, all CORD BOD members pledge to clarify their position when speaking on their own behalf as opposed to speaking on behalf of the membership as a whole, or as an officer or member of the BOD.

I have read the CORD Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a CORD BOD member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the CORD President in writing.

**Disclosure of Actual or Potential Conflicts of Interest:**

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**CORD BOD Member Signature:** \_\_\_\_\_

**BOD Member Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **C. BOD Participation and Attendance Policy**

### **1. Purpose**

The CORD BOD is comprised of individuals elected by their peers to serve the constituency for a pre-determined term of office. As defined in the individual position descriptions, each BOD position is essential to the structure of the organization as outlined in the CORD bylaws. Participation in BOD conference calls, meetings, organizational events, and completion of assigned projects is essential for CORD's success.

### **2. Conference Call Participation and BOD Meeting Attendance**

Participation in official BOD Meeting conference calls is essential and expected. Every effort will be made to schedule official BOD Meeting conference calls 30 days in advance. In the case of an unforeseen event, a call will be scheduled with an attempt to have a majority of the members available for the call.

If a BOD member is not able to participate in a scheduled conference call, he/she will contact the Executive Director and President within 24 hours of realizing the conflict. In addition, attendance at CORD's three face-to-face BOD meetings is essential and expected. These meetings dates and times are scheduled up to a year in advance to enable participation.

When reimbursement is required for members to attend meetings held at Academic Assembly, SAEM Annual Meeting, ACEP Scientific Assembly or other events, the member should request reimbursement in writing to the Executive Director prior to the meeting. An amount not to exceed budgeted standards may be approved for travel, hotel and per diem.

BOD members unable to travel to these meetings will notify the Executive Director and President at least one month in advance.

### **3. BOD Response**

BOD members failing to attend official BOD Meeting conference calls, BOD meetings or failing to participate on committees or with tasks assigned on two or more occasions may have their attendance and/or participation reviewed by the full BOD. The process of review can be initiated in writing by any Member of the BOD against another Member. The formal written request should be submitted by mail or email to the Executive BOD. The member being reviewed would then be asked to submit a formal explanation within fourteen (14) days of contact from the Executive BOD as to the circumstances surrounding the incidents. The BOD will review the written statements and at the majority vote of the BOD, will determine if the member be asked to surrender his/her BOD seat. The vacated position, at the discretion of the BOD, may be filled by appointment or left vacant according to the bylaws.

### **4. Conclusion**

This policy is intended to support full participation by Council of Residency Directors in Emergency Medicine BOD members. The policy will be reviewed annually to ensure that CORD's goals and obligations are met. All candidates for elected BOD positions are required to review and acknowledge understanding of the BOD participation and attendance policy at the time of submission of platform statement and declaration of candidacy during the CORD elections process.

## **D. Officer Duties and Responsibilities**

### **1. President**

- a. Serves as the chief elected officer of CORD



- b. General and active responsibility for management of the business of CORD.
- c. Sees that all orders and resolutions of the CORD BOD are carried into effect.
- d. Develop goals and objectives for the committees and task forces, which will be reviewed annually.
- e. Appoint all committee and task force chairs and, in conjunction with the chairs, appoint committee and task force members.
- f. Executes bonds, mortgages and other contracts, except where the execution is delegated by the CORD BOD to some other officer or agent of CORD.
- g. The President may delegate the responsibility for daily management of CORD to the Executive Director of CORD.
- h. In the event of an unexpected vacancy on the BOD, the President shall appoint an eligible member of CORD to fill the vacancy until the next election for the BOD.

*Revised 10/30/2017*

## **2. President-Elect**

- a. The President-elect is the second-ranking officer of CORD and serves at the order of the BOD and the membership.
- b. The President-elect assumes the Presidency at the conclusion of his or her term.
- c. The President-elect's efforts are directed to assisting the President and in assuming the Presidency. Assignments are designed and designated with this purpose in mind. The President-Elect is actively involved in supporting the President in fulfilling the goals and objectives of the BOD by providing continuity to established programs and formulating future programs for which they will take responsibility for during their presidency.
- d. The President-elect assumes all duties and responsibilities of the President in the event the President is absent or unable to perform the President's duties.
- e. The President-elect assists the President in fulfilling the President's role by sharing specific duties and responsibilities as delegated by the President. The President-elect also serves as an alternate spokesperson for CORD.

*Revised 10/30/2017*

## **3. Secretary-Treasurer**

- a. In the absence or disability of the President and President-Elect, perform the duties and exercise the powers of the President.
- b. Attend all meetings of the CORD BOD and record, or cause to be recorded, all the proceedings of the meetings of CORD BOD.
- c. Give, or cause to be given, notice of special meetings of CORD BOD, and perform such other duties as may be prescribed by CORD BOD or President, under whose supervision the Secretary-Treasurer shall serve.
- d. Ensure safe keeping of the corporate funds and assets.
- e. Keep, or cause to be kept, full and accurate accounts of receipts and disbursements belonging to CORD.
- f. Maintain the assets of CORD in accordance with the investment policy of CORD.
- g. Prepare, or cause to be prepared, required tax returns and related forms and filings.
- h. Provide regular reports to the BOD and to the Membership regarding the financial affairs of the organization
- i. Serve as the Chair of the Finance Committee
- j. Ensure annual review of the Financial Policy Compendium

*Revised 10/30/2017*

## **4. Immediate Past President**

- a. Serves as ACEP Council Rep
- b. Other Duties to be listed

**5. Members at Large**

The primary role of a Member at Large is to become familiar with the operations of the CORD BOD (BOD). The Members at Large will assist the CORD BOD in achieving the strategic goals and effecting policies and/or decisions made by CORD/the CORD BOD.

**Responsibilities**

Within the limitations of the CORD Bylaws, Standing Rules and Policies established by the CORD BOD, the Member at Large is responsible for and has commensurate authority to carry out the following:

- a. Attend required meetings including but not limited to: BOD, Business, and any applicable committee meetings.
- b. Serve as a Liaison between the CORD membership and the CORD BOD.
- c. Serve as BOD Liaison to CORD committee(s), communities of practice and task force(s) as needed.
- d. Make recommendations to the CORD BOD for agenda items as needed.
- e. Accept and fulfill responsibilities as delegated by the CORD President.
- f. Fulfill the fiduciary, due diligence, and other responsibilities of CORD BOD members as described in the Bylaws.
- g. Support and provide continuity to the President's work by fulfilling the envisioned future, strategic plan, and policies established by the CORD BOD.
- h. Represent the CORD President or serve as spokesperson as requested by the CORD President.
- i. Communicate key records of activities and timelines relevant to the position during the term of Member at Large and supply the incoming Members at Large with those records to ensure a smooth transition.

*Revised 10/30/2017*

**6. Resident Member at Large**

In addition to the duties of a Member at Large, the Resident Member at Large shall also

- a. Serves as the resident representative on the CORD BOD.
- b. Actively participates in all CORD BOD activities.
- c. Serves as the resident liaison to the Resident Track Co-Chairs for CORD Academic Assembly.
- d. Serves as the resident liaison to EMRA.
- e. Serves as the resident liaison to AAEM-RSA.
- f. Facilitates communication between CORD resident members and CORD BOD as necessary.

*Revised 10/30/2017*

## **Section V: Committees**

### **A. Committee Structure**

#### **1. Goals:**

- a. Ensure an easy method for members to join CORD committees
- b. Create continuity in leadership of committees
- c. Create a transparent process for members wishing to attain leadership roles within CORD
- d. Suggest ways of maintaining progress in committee work
- e. Develop a pathway for younger members of CORD to achieve committee leadership
- f. Attempt to ensure that most committee chairs are appointed by the president-elect to serve terms concurrent with the president-elect's term as president.

#### **2. Definitions:**

- a. CORD Standing Committees currently include Executive, Finance, Bylaws and Nominations & Awards. Chairs, terms of office, goals and objectives, etc. for these committees may be dictated by the bylaws, which take precedence.
- b. A CORD committee is a group formed by the BOD to complete work in a particular area that is expected to continue. The expected duration of a committee's work is unknown, although specific goals and objectives will have timelines associated with them.
- c. A CORD task force is a group formed by the BOD to complete a specialized assignment. Unlike committees, task forces are expected to have a known timetable for completion of all assigned goals and objectives, and are expected to be disbanded at the completion of its objectives.
- d. A CORD Community of Practice is a group formed based on common interest of its members, with the approval of the president and notification of the BOD. It has no timelines and may have ongoing goals and objectives that are determined by the interest group.

For the purpose of this section, the word "committee" applies to all "committees," "task forces," and "community of practice." Standing committees will follow the same rules as other committees unless specified otherwise in the bylaws.

*Revised 10/30/2017*

#### **3. Leadership**

Committee chairs will be appointed by the president-elect and will begin their term at the business meeting of the following Academic Assembly (i.e. committee chairs will serve their term concurrent with the president who appointed them)

Committee chairs will nominate a Vice-Chair from the active members of the group (strongly recommended to be from a different program than the chair). The president-elect will approve or decline the nomination.

Chairs will be responsible for:

- a. Recruiting interested members of their committee. Chairs are expected to recruit seasoned CORD members as well as newer members. Chairs are expected to recruit from interested CORD members as well as through personal contact. In Non-CORD liaisons with specific expertise not available within CORD may be made with approval of the president.
- b. Holding in person meetings at least twice a year (one of which must be at Academic Assembly). Having three meetings per year is generally preferred and may include virtual meetings)
  - i. In person meetings at major meetings will be scheduled by the chair through the CORD office with a minimum of 30 day's notice to the members. It is strongly encouraged that meeting dates be set and

- communicated to members as soon as possible to assist members arranging schedules for conferences.
- ii. If an interest group does not have any goals and objectives with deliverables involved, it may meet a minimum of once per year (at Academic Assembly) at the discretion of the chair.
- iii. Standing committees without ongoing issues may meet once per year (at Academic Assembly).
- c. Maintaining progress towards meeting assigned goals and objectives throughout their term.
- d. Submitting a Committee Report Form to the BOD through the BOD liaison after each in person meeting.
  - i. Reports should include committee goals and objectives, current members, projects which are current, completed or planned, work product from the committee, and requests for resources/funding.
  - ii. It is encouraged that chairs specifically mention member CORD members, who have made significant contributions to the committee.

In general, terms of committee chairs will be one year, beginning at the general business meeting during academic assembly. Exceptions can be made with the approval of the BOD.

- a. The chair of the CPC will be appointed to a 2-year term with one possible renewal, if an appropriate replacement has not been identified a year in advance.
  - b. Each of the co-chairs of the Academic Assembly Program Committee will be appointed for a single, 2-year term. These terms are expected to be staggered. Chairs are expected to recommend potential future chairs when their term ends. Vice-chairs will assist the committee chairs in the management of the committee. They will assume the responsibilities of the chair when the chair is not available for in-person meetings, conference calls or virtual meetings.
- In the event of a mid-cycle, open chair position, the president may appoint a chair who will begin immediately and whose term ends at the start of the business meeting at the next Academic Assembly. A chair who begins a term mid-cycle may be reappointed for two more cycles (1-year each for most committees).
- a. A chair who begins mid-cycle is responsible for nominating a vice-chair. This person must be approved by the president.
  - b. Each committee will be assigned a CORD BOD liaison. These assignments will be made by the president in consultation with the BOD. The BOD liaison is responsible for:
    - c. Attending in person, phone and virtual meetings
    - d. Ensuring that work product is reviewed by the BOD prior to release,
    - e. Ensuring that articles are reviewed by the BOD prior to submission,
    - f. Ensuring that the committee/task force chair is attempting to maintain progress throughout the term,
    - g. Reviewing and approving Committee Report Forms from the committee chair, and forwarding these to the BOD for review and posting to SharePoint.
    - h. Presenting requests for resources to the BOD with recommendations

#### **4. Committee Members**

One of CORD's strengths is the freedom its members have to join committees. With rare exceptions, it is expected that committee chairs encourage members to join committees by "showing up" at meetings.

CORD will maintain listservs for each committee based on membership information provided by the chairs.

Committee members are encouraged to take on active roles within the committees, as delegated by the chairs.

An annual sign up initiative will be developed by the BOD. While not necessary, it will be intended to provide a transparent pathway for CORD newcomers to become

familiar with CORD committees and consider "formally" joining. The information requested of each member will be minimal (i.e. name, title, CV and an optional brief statement of interest).

The BOD may, at their discretion, remove members of a committee. A committee chair may remove a committee member with prior approval of the BOD.

## **5. Goals and Objectives**

For new committees, the BOD president will be responsible for formation of goals and objectives.

For existing committees, the goals and objectives will be reviewed by the BOD president-elect and changes to goals and objectives will be effective at the opening of CORD's Academic Assembly each year.

Changes to goals and objectives, may be recommended to the BOD by the committee chair, with input from the involved committee/task force, but must be approved by the president with input from the president-elect.

Most goals and objectives are expected to have a suggested timeline for completion.

## **6. Timelines**

Appointments of committee chairs for the coming year will be made no later than January 1 prior to the start of the term. Goals and objectives will be made available when committee chairs are formally announced (no later than January 1 prior to the start of the term).

Vice-chair nominations from committee chairs will be made by January 15, with vice-chair appointments from the president-elect due by February 1.

Recruitment of new members (if appropriate) can begin any time after the chair is appointed.

Official letters of appointment will be sent to each chair, vice-chair and committee member (for promotion files).

Committee chair reports will be submitted to the BOD liaison within 2-weeks after each in-person committee meeting. Reports will be reviewed by the BOD and placed on SharePoint within a month of submission.

- a. Chairs are encouraged to recommend individuals in their reports who demonstrate excellent effort or input to a committee. CORD staff will keep track of all such commendations.

Between January and the start of Academic Assembly, outgoing chairs are expected to work with incoming chairs to ensure a smooth transition of committees.

Committees (other than standing committees) whose goals and objectives have been completed may be closed by the president with notice to the BOD. Committees (other than standing committees) which do not make measurable progress towards completing assigned goals and objectives may be closed by the president with approval from the BOD, or may have the chair changed by the president with notice to the BOD.

## **B. Task Force Guidelines**

### **1. Overview**

Task forces are temporary workgroups appointed by the President to complete objectives delineated over a defined time period.

### **2. Financial Considerations**

CORD will not provide any funding to task forces unless specified otherwise. Allotted staff time for each task force will be at the discretion of the President.

### **3. Membership**

Members of the task forces will be appointed by the President at his/her discretion to be made up of any member deemed appropriate.

**4. Structure**

Each task force will have an assigned chair as appointed by the President.

**5. Member Responsibilities**

It is the responsibility of the task force and its members to complete the assigned objectives within the designated time period.

## **Section VI: Advertising**

### **A. Advertising Guidelines**

CORD reserves the right to accept advertising requests at the discretion of the Executive Director and/or the BOD.

CORD reserves the right to refuse any advertising request at its discretion.

### **B. Website Links Policy**

#### **1. Linking to CORD Website(s)**

Including but not limited to, CORDem.org.

Permission from CORD is not required to link to any CORD website. Addresses or URLs on any CORD website may change at any time without notice. Entities and individuals linking to CORD website(s) must regularly verify links to web pages. CORD will not accept requests by other organizations to notify them when any web address will change.

CORD prohibits entities and individuals from misrepresenting the ownership of CORD website content. Under this guideline, the following are prohibited:

- a.** Capturing CORD web pages and redisplaying them under another URL
- b.** Pointing another URL to any CORD website
- c.** Displaying CORD web content within frames
- d.** Converting CORD web pages to some other format (such as Adobe Acrobat Portable Document Format (PDF), or any image format such as gif, jpeg), and displaying or otherwise disseminating that information via email or another Website
- e.** Otherwise misinforming or misrepresenting ownership of CORD content

Entities and individuals may not create a "gateway" where non-CORD members can access members-only or otherwise restricted content on any CORD website. Such actions may include, but are not limited to, creating a webpage or application that logs on to the CORD site and displays content without causing the original user to login via CORD's means of authentication.

Certain information on CORD websites may be trademarked, copyrighted, or otherwise protected as intellectual property of CORD. In other instances, CORD has express permission to publish third-party content on the CORD website. Protected intellectual property must be used in accordance with state and federal laws and must reflect the proper ownership of said intellectual property.

Any link to CORD websites should be a full forward link that passes the client browser to the CORD website without any additional action or effort required by the user. CORD will not engage in any programming or behavior designed to prevent a user from reasonably returning to the original website with a minimum of effort.

#### **2. Links from any CORD Website**

Links from CORD website(s) are provided for convenience and information only, and CORD assumes no responsibility for their content.

CORD reserves the right to link to external websites that CORD feels provides a service or appropriate educational product(s) to its members.

CORD makes all efforts to ensure these links open in new browser windows.

All requests for links from CORD websites must be submitted to the CORD Executive Director. Each request will be reviewed under the provisions listed in the website Links Policy.

The website Links Policy guidelines include, but are not limited to, the following:

- a. Information relevant to CORD members, physicians, or other medical support staff
- b. Non-commercial information relevant to CORD members, physicians, or other medical support staff
- c. Commercial links with a stated commercial purpose

CORD reserves the right to refuse any link request without condition. CORD also reserves the right to remove posted links on CORD websites without condition. Specific conditions include, but are not limited to, if the website or website sponsor(s)

- a. Is engaged in any unlawful activity
- b. Is engaged in any activity in conflict with CORD's mission
- c. Is engaged in the sale or promotion of tobacco, alcohol, drugs, firearms or pharmaceuticals
- d. Is engaged in the sale, promotion, or display of pornographic material
- e. Exhibits or promotes hate, bias, discrimination, libelous, or defamatory content
- f. Offers invasive or intrusive advertising, such as, but not limited to, continuous pop-up windows with advertising, even if it is for products or services provided by the Website to which the link pointed

CORD will also not link to any website or sponsor where such link will violate CORD's status as a 501(c)-(6) not-for-profit corporation.

When the user clicks on the external website link, he/she must have easy access back to the CORD website from which he/she originated. One of two options can accomplish this:

- a. A link to the original CORD website can be established on the external website's main page (or such page as the user arrives at and can reasonably expect to find with minimal of effort from within the users site). This condition is waived if the destination site is caused to open, by CORD, in a new browser window.
- b. The "Back" button returns the user to the original CORD website
  - i. It is prohibited to create a "forwarding loop" whereby a user would have difficulty in returning to the original CORD website, for instance if a user were required to press the "Back" button rapidly, many times in a row. This condition is waived if the destination site is caused to open, by CORD, in a new browser window.

Links may also be removed for the following reasons:

- a. The link no longer points to the original information or resource to which it was intended to point;
- b. The Website pointed to by the link contains inaccurate or misleading information or has changed such that it is no longer in compliance with the acceptance criteria;
- c. The Website pointed to by the link violates the conditions for link maintenance;
- d. Access to the information has become difficult due to non-standard formatting, lengthy download times or intrusive advertising; or
- e. The link is permanently unreachable or remains unavailable for a lengthy period.

*Revised 10/30/2017*



## **Section VII: Relations with External Organizations**

### **A. External Liaison Policy**

#### **1. Purpose and goals**

- a. A liaison is a channel for communication between groups.
- b. To fulfill the work of CORD, it is essential that CORD have communication and close working relationships with physician organizations and other organizations involved with health care.
- c. This communication is enhanced by the external liaison under close direction of, and as an extension of the CORD President, with additional oversight and direction by the BOD.
- d. The details of these relationships will be unique to each organization for which CORD has a relationship and will vary as circumstances change.
- e. The ultimate goal of having an external liaison is to assist the CORD President and BOD with inter-organizational communication.

#### **2. Liaison Organizations**

- a. Liaison organizations shall be those organizations with which CORD seeks to maintain communication on a continuing basis and for mutually beneficial purposes, including but not limited to ACEP, ACOEP, SAEM, EMRA, AAEM, AAEM-RSA, ABEM, AAMC, CMSS, ORR, and NAEMSP.
- b. The President, with oversight and approval of the BOD, will determine the nature of the liaison relationship.

#### **3. Duties of External Liaisons**

##### **External liaisons will:**

- a. Coordinate all activities with, and report to the CORD President, with BOD input, at designated times and when requested.
- b. Act as representative of CORD, within the scope of their mandate, as described by the President.
- c. Be cognizant that representing CORD is their overriding responsibility.
- d. Act as an information-gathering resource, a repository of information to and from the external group, and a facilitator for information sharing between CORD and the external group.
- e. Be knowledgeable regarding CORD goals, objectives, policies and projects. The liaison will attend appropriate meetings as requested by the President and BOD or be briefed by the President, the BOD, or their representative, regarding the areas of required knowledge so as to remain up-to-date.
- f. Attend the appropriate meetings of affiliate organizations as requested by the President and the BOD and report their important activities, issues, and concerns to the President and BOD in a timely manner.
- g. Compile detailed reports for CORD BOD meetings in conjunction with the official CORD BOD meetings. Reports will become part of the official minutes as the permanent CORD record.

#### **4. Appointment of External Liaisons**

- a. The President-Elect, whose term will start at Academic Assembly, nominates external liaisons, with suggestions from the BOD and other interested parties, subject to BOD approval of the recommendation.
- b. Candidates must be CORD members and meet BOD approval; candidates must also be members of the liaison organization when applicable.
- c. The term of the Liaison appointment will vary based upon the organization to which they are appointed.
- d. Other liaison terms will be determined as needed and this policy amended

appropriately.

## **5. Funding**

- a. Liaison travel, lodging and per diem expenses for approved meetings are paid from CORD budget as funding and other resources permit.
- b. Additional, specific or recurring meetings and function attendance will be determined by the BOD and included in the annual budget as a line item.

## **6. Removal**

- a. The CORD BOD, by majority vote, may remove the external liaison from their duties at any time during their appointed term.
- b. Any member of the CORD BOD, or affiliate organization BOD, may bring the matter of removing the external liaison to the CORD BOD for consideration. Any motion to remove the liaison must follow CORD due process policy.
- c. Pending formal BOD discussion regarding the issue(s), the CORD President may temporarily remove the liaison from office. The CORD President will appoint a temporary liaison pending the completion of the investigation process. The CORD BOD may reinstate the liaison after a favorable investigation is complete.
- d. In the instance that the external liaison is removed from his or her duties, the CORD President, with BOD confirmation, and the related affiliate organization BOD concurrence, will appoint a mutually agreed upon replacement to complete the remainder of the removed liaison's term, until such time that the next external liaison is appointed.
- e. Reasons for this decision may include, but are not limited to:
  - i. Failure to follow CORD policies and procedures
  - ii. Violation of CORD by-laws or policy, or violation of affiliate organization by-laws or policy
  - iii. Failure to attend necessary meetings of the affiliate organization as requested by the President and funded by the BOD of either organization
  - iv. Failure to provide required reports in a timely fashion
  - v. Failure to remain in good standing as a member of CORD or the liaison organization (when applicable)

## **B. Communication with Organizations**

CORD, its BOD, and designated officials will continue to communicate with any and all entities in the course of representing the interests of emergency medicine residency directors, CORD, the greater good of the specialty, and advancement of residency directors within the specialty of emergency medicine.

## **C. External Policy Procedure**

CORD serves to represent the interests of its members in the field of emergency medicine. When a subject arises warranting CORD's official public position, the BOD members will research the subject and discuss it in a meeting or conference call, during which they will formulate a position. The President is the only recognized spokesperson for the organization unless the duty is expressly delegated by the President.

## **Section VIII: Position Statements**

### **A. Position Statement on Board Certification and Independent Practice of Emergency Medicine**

CORD firmly believes that the independent practice of emergency medicine (EM) is best performed by graduates from emergency medicine residency training programs. Successful completion of an EM residency program accredited by the Accreditation Council for Graduate Medical Education (ACGME) or American Osteopathic Association (AOA) is the criterion standard. Emergency medicine physicians who may practice independently are eligible to

take or have successfully passed the American Board of Emergency Medicine (ABEM) or the American Osteopathic Board of Emergency Medicine (AOBEM) certification.

*Reaffirmed by CORD Board 10/30/2017*

**B. Position on Interactions Between EM Residencies and the Pharmaceutical Industry**

The Council of Residency Directors in Emergency Medicine (CORD) believes that emergency medicine (EM) residents should receive training regarding conflicts of interest that may arise from the promotion and marketing efforts of industry, primarily the pharmaceutical industry. These conflicts may arise between pharmaceutical company representatives and any of the targets of their marketing, including physicians, nurses, and patients. Furthermore, EM residents should be instructed in critical appraisal methods so that unbiased judgments can be made regarding the efficacy of industry products. Residency programs should create policies that guide residents in dealing with pharmaceutical company representatives, potential conflicts of interest, and acceptable resolutions of these conflicts. CORD strongly supports the Accreditation Council for Graduate Medical Education (ACGME) white paper on the relationship between graduate medical education and industry and encourages its adoption by members.

*Approved by the CORD BOD 10/30/2017*

**C. Position Statements on Advanced Life Support Course**

Emergency Medicine residency directors are faced with an ever-expanding breadth of knowledge and skills to teach in their curriculum. Over the last decade the number of "Advanced Life Support" courses (ATLS, ACLS, APLS, PALS, NALS) has continued to grow. Mandated attendance of such courses has proven problematic from both a time and a financial standpoint. In addition, the information may not be as up to date or applicable as the program director would like. Our graduates continue to encounter mandated certification in order to join medical staffs or obtain ED clinical privileges, an archaic practice dating to the days when untrained practitioners were the norm in the ED.

The CORD Board of Directors has developed two position statements addressing Advanced Life Support courses referenced above. The first applies to our graduates as they seek medical staff appointments or clinical privileges. The second addresses our teaching institutions in which mandated attendance may be encountered as a prerequisite for our EM residents' participation in a clinical training venue.

**1. Graduates:**

The CORD believes that Emergency Department patient care is best provided by specialists who have successfully completed an accredited residency program in Emergency Medicine. Such individuals are trained to a much more rigorous standard than found in such courses. For this reason, CORD recommends that such courses not be required for medical staff appointments or clinical privileges for ABEM/ABOEM certified or EM residency trained physicians.

**2. Teaching Institutions:**

There has been a proliferation of Advanced Life Support Courses and certification, with content applicable to EM. The course contents are routinely taught to EM residents as a portion of their core curriculum in EM. For this reason, CORD does not support mandated attendance or certification as a prerequisite for participation in selected clinical residency requirements or rotations. The appropriate preparation for such curriculum elements is best determined on a local level by the EM residency program director.

These position statements should not be interpreted as a blanket condemnation of all Advanced Life Support Courses. Residency program directors may choose to examine the course content on a case-by-case basis for their less experienced EM residents, and decide if the course fits their curriculum needs.

*Reaffirmed by the CORD BOD 3/5/2013*

#### **D. Position Statement on Moonlighting**

CORD believes that ED patient care is best provided by specialists who have successfully completed an ACGME or AOA accredited residency program in emergency medicine. Residents should not engage in the independent practice of emergency medicine.

*Reaffirmed by the CORD BOD 10/30/2017*

#### **E. Position Statement on Duty Hours**

CORD's formal position on the current ACGME resident duty hour requirements, including impact analysis, from CORD's perspective, on costs and impact of implementation.

- CORD supports the concept of resident duty hour requirements to promote a supportive educational environment with resident well-being and patient safety.
- CORD has concerns about the effect of resident duty hour requirements on patient safety, transitions of care, quality of training and costs.
- CORD believes resident duty hours should be revised to better support the educational experience for trainees.
- CORD recommends that the ACGME should establish specialty-specific duty hour requirements for all specialties.
- CORD's formal recommendations regarding dimensions of resident duty hours requirements, and justification (wherever possible) for these recommendations with evidence.
- CORD supports duty hours that will enhance patient safety and resident wellness.
- CORD recommends the ACGME provide more flexibility in duty hours to provide for resident scheduling flexibility and professional development.
- CORD recommends absolving residency programs of monitoring external moonlighting hours.
- CORD recommends revising duty hours to promote professional citizenship, patient accountability and academic service.

*Approved by the CORD Board 1/30/2016*

#### **F. Guidelines for CORD Sponsored Surveys**

CORD receives many requests for assistance with, and support for, sponsorship, or endorsement of surveys of emergency medicine residency programs. Therefore, the CORD BODBOD has developed the following guidelines: As the organization representing all emergency medicine program directors, CORD is uniquely qualified to assist in the performance of surveys relating to resident education. CORD's BOD will consider requests from the membership for sponsorship of surveys and research projects involving program directors, residents or other related groups. The decision to sponsor, support, or endorse a project will be based upon the following guidelines:

1. Surveys and/or projects should be developed by committees or task forces of the organization and should be consistent with their overall goals.
2. Surveys and projects may be sponsored either independently or in conjunction with other emergency medicine organizations. If joint sponsorship with another organization is desirable, it is the responsibility of the project developers to apply for appropriate support, endorsement, or sponsorship from that organization.
3. Requests for sponsorship, support, or endorsement of a proposed survey should be submitted in writing to the CORD BOD. Requests should include a brief description of the rationale for the proposed survey and the perceived benefit to the organization or its membership. A detailed budget should describe costs related to printing, mailing, data analysis and publication as well as any other expenses associated with the project. A copy of the survey or research instrument should also accompany the request for sponsorship, support, or endorsement. Authority for approval may be delegated by the BOD to the CORD President.
4. Task forces, communities of practice or committees receiving sponsorship, support, or endorsement will be expected to issue a follow-up report to the BOD and the membership. When appropriate, publication in a peer-reviewed journal is desirable.
5. Credit for authorship of published research results should be based upon accepted principles governing authorship of scientific publications. CORD's sponsorship of published survey results should be noted in the acknowledgments accompanying publications.

#### **G. Statement on Resident Participation in Air Medical Transportation**

CORD believes that resident safety is of paramount importance in all training settings and that an air medical experience may place residents at higher risk. CORD believes that emergency medicine residents must understand air medical transportation of patients including selection, EMS medical direction, flight capability and safety, and flight physiology and CORD recognizes that some programs have established an area of excellence in this training. CORD does not believe that flight experience is required to gain an adequate level of understanding. Programs that do request or allow residents to fly on rotary aircraft should be certain that the aircraft are certified and maintained according to the highest standards promulgated by the appropriate credentialing boards. Programs should also ensure that residents are educated into the risks of air medical transport prior to their first flight.

*Reaffirmed by the CORD BOD 10/30/17*

#### **H. Guidelines for Recruitment/Interviews**

1. CORD members and their staff should consider all written electronic communications from applicants to be confidential and not for distribution beyond the program personnel involved in resident selection unless permission is granted by applicant.
2. The dissemination of negative information about an applicant to outside parties is improper unless contained in a letter of recommendation or in response to a direct question from another program.

3. Any serious concerns regarding professionalism, related to an applicant may be brought to the attention of the Dean of Student Affairs at the applicant's school with a request that the Dean investigate the matter and notify as appropriate the programs the applicant has sent their information to.

*Approved by the CORD BOD 10/30/2017*

## **I. Definition of Emergency Physician**

1. The term "Emergency Physician" should only be used to refer to one of the following:
  - a. Graduates of ACGME- or AOA-accredited Emergency Medicine residency programs who are ABEM or AOBEM board eligible or board certified.
  - b. Those physicians who completed training in another specialty and who received ABEM or AOBEM certification before the closure of the practice pathways and are currently certified by either of those bodies; and physicians who applied through the practice pathways before their closure and are currently designated as board eligible by ABEM or AOBEM.
  - c. Graduates of ACGME- or AOA-accredited programs in pediatrics who also completed a Pediatric Emergency Medicine fellowship that was accredited by the ACGME or AOA.
  - d. Retired physicians who met the above definitions during their careers.
2. The term "Emergency Medicine Resident Physician" should only be used to refer to current resident physicians serving in an ACGME/AOA accredited Emergency Medicine Residency working in an emergency department as part of their education.
3. Fellows in an ACGME- or AOA-accredited Pediatric Emergency Medicine fellowship working in an emergency department as part of their education are "Pediatric Emergency Medicine Fellow Physicians."  
Physicians who have not met the above criteria and who practice in an Emergency Department should be identified as "physician working in the emergency department."

*Approved by the CORD BOD 10/30/2017*

## **J. Coalition Opposing Medical Merit Badges (COMMB)**

The American Board of Emergency Medicine (ABEM) defines the standards for the specialty of Emergency Medicine. Certification by ABEM supersedes the need for any additional certifications sometimes required for medical staff privileges or disease-specific care center designations, such as that needed for trauma or stroke centers. Herein, ABEM and supporting Emergency Medicine organizations oppose any requirement of additional short courses or topic-specific continuing education for ABEM and AOBEM-certified emergency physicians, who are in good standing with their medical staff, and who are participating in Maintenance of Certification, or Osteopathic Continuous Certification, or any future program to ensure continued Board Certification.

Emergency Medicine organizations provide high quality opportunities for continuous professional development in advanced resuscitation, trauma care, stroke care, cardiovascular care, procedural sedation, pediatric care, and airway management.

The knowledge, skills, and abilities needed for the care of the acutely ill and injured are sufficiently described in The Model of the Clinical Practice of Emergency Medicine (EM Model), and are ensured by obtaining and maintaining ABEM certification. The EM Model is the foundational document for designing an Emergency Medicine residency curriculum, and is also the document on which ABEM bases the content of its initial certification and continuous certification (ConCert™) examinations. Residency training in the Model and subsequent oral

and written assessments are far more rigorous than any of the topic-specific continuing education courses (i.e., ACLS, PALS, ATLS, etc.)

An ABEM-certified physician has successfully passed a secure, comprehensive written examination that includes questions about airway management, pharmacotherapy, cardiovascular care, and trauma care with an emphasis on critical and emergent conditions. If the physician successfully passes the written examination, she or he must then take an oral examination. The ABEM Oral Certification Examination is a highly reliable test that requires the physician to demonstrate the diagnostic evaluation and treatment of complex clinical conditions.

The ABEM Maintenance of Certification Program is a rigorous program of continuous professional development that contains content critical to the practice of Emergency Medicine. The ConCert™ Examination is a high-stakes, psychometrically valid, secure, and comprehensive examination weighted toward high acuity conditions. The ABEM Maintenance of Certification program includes content pertaining to procedural sedation, cardiovascular care, airway management, trauma care, stroke management, and pediatric acute care. For the Lifelong Learning and Self-Assessment (LLSA) test requirement, ABEM-certified emergency physicians are required to read 10-15 articles for each test yearly. The content and rigor of the ABEM LLSA requirements exceed the knowledge and skills that could be gained from any of the aforementioned short courses.

ABEM-certified physicians who are active in the ABEM Maintenance of Certification program should not be required to obtain additional certification or content-specific educational requirements. For physicians who are not board certified in Emergency Medicine, completion of periodic, short courses in focused content areas of Emergency Medicine may be valuable. Nonetheless, additional short courses or certifications are unnecessary for ABEM and AOBEM-certified emergency physicians.

*Approved by the CORD BOD 10/18/2017*

## **K. Commitment Statement on Clinician Well-Being**

Founded in 1989, the Council of Residency Directors in Emergency Medicine (CORD) has served to promote the free exchange of ideas and solutions to challenges faced by Emergency Medicine educators. CORD has long recognized that supporting our educators and trainees goes far beyond professional and academic resources and associations. In this capacity, CORD was formed also with the goal of developing a close-knit community of clinician educators and program coordinators for the purpose of providing a personal and supportive community of practice.

To further support and expand upon the founding values of CORD, in 2015 the Resilience Committee was formed with the purpose of focusing on the wellbeing of our residents and educators. The goals of the committee are to:

- Promote a culture of wellness among faculty and residents.
- Develop best practices for resilience and coping techniques during residency.
- Establish a strategy to support residency programs that have had residents or faculty die by suicide.
- Provide curricular resources on wellness and long-term career satisfaction.
- Establish a network for faculty and residents interested in advancing wellness in emergency medicine.
- Promote research and scholarship in wellness.

Since its inception, the Resilience Committee has been able to achieve several milestones for promoting well-being within the Emergency Medicine education community, including: ongoing collaborative efforts with the American Foundation for Suicide Prevention and the Take 5 to Save

Lives Campaign; establishing a continually updated database of Wellness Champions at institutions across the country; creating modules and curricula for residency programs on wellness topics; developing best practices for assessing resident wellness; inspiring collaborative research efforts between institutions; and innovating wellness training programs for residents.

CORD is fully committed to addressing the professional and personal issues which lead to EM physician unwellness within academic medicine as well as promoting practices at all levels of administration that support EM physician well-being for lifelong practice.

*Approved by the CORD BOD 11/14/2017*



## **Section IX: Clinical Pathologic Case Presentation (CPC) Conference**

The CPC conference is a teaching tool that illustrates the logical, measured consideration of a differential diagnosis used to evaluate patients in the ED. Cases for presentation must be relevant to emergency medicine practice, solvable and discussible. Critical to this educational format's success is an effective presentation by both the case presenter and the case discussant. Cases are discussed using logical consideration of their salient features and measured consideration of the suggested differential diagnosis. This paper reviews the preparation and presentation of the CPC conference for emergency medicine.

### **A. Eligibility**

1. Residency program in good standing
2. Each residency program may submit only one case.
3. Categorical programs and combined programs are separate programs. Therefore, a case may be submitted by a combined EM/Peds or EM/IM program, and another case may be submitted by the categorical program from the same institution.
4. Two cases from the categorical program at the same institution may not be submitted.
5. Residency programs cannot select senior residents as their case presenters, since they will have graduated before the CPC Finals Competition.
6. In the CPC Competition, residents participate as case presenters and faculty members participate as case discussants.
7. The resident presents the program's submitted case, and the faculty discussant will discuss another program's case.

### **B. Submissions**

1. Residency program must include the name of their resident presenter and the name of their faculty discussant.
2. The institution name, presenter's name, or any other identifiers must not appear on the case or any other submitted materials.
3. Absolutely no patient identification information may be included on any of the images submitted with the case.
4. Cases must be submitted as PowerPoint slides and must be in IBM format, including radiographs, electrocardiograms, patient photographs or other supporting material.
5. Cases must be submitted in two parts: Case Presentation and Case Outcome
6. Case Presentation must include:
  - a. The history, physical exam, pertinent lab results, and appropriate diagnostic studies that the discussant will use to develop a differential diagnosis.
  - b. Institutional reference ranges for each lab value provided.
  - c. If appropriate, the patient's ED course should be described.
  - d. Any information that the discussant should receive to assist in reviewing the case must be included.
7. The deadline for submission shall be in November of each year.
8. An entry fee is required at the time of case submission and must be paid with a credit card.

### **C. Selection**

1. Redacted versions of submitted cases will be reviewed by the CPC Committee
2. Cases will be judged for quality, relevance, and solvability
3. Case selection for presentation will be made in January of each year
4. Notification of selection will be sent via email by early March of each year  
After confirmation, faculty discussants will receive their assigned case
5. It is the responsibility of chosen programs to provide a Faculty Discussant and Resident Presenter to participate at the Competition. If, for any reason, the original

- Discussant and/or Presenter are unable to attend the Competition, the Program should provide a replacement or risk being disqualified from the Competition.
6. The selected cases will be presented at the CPC Semi-Finals, which be held during the CORD Academic Assembly in April-May of each year, as six tracks of 12 cases each.
  7. A "Best Discussant" and "Best Presenter" will be selected from each of the six simultaneous tracks, and will be announced during the CPC Reception,
  8. The six "Best Discussants" and "Best Presenters" will then participate in the CPC Finals Competition, which will be held during the ACEP *Scientific Assembly*, which will be held in September-October of each year.
  9. The "best presenters" will be required to submit new cases during the summer for presentation at the CPC Finals Competition.
  10. All submitted cases become property of CORD.
  11. All resident presenters and faculty discussants agree to allow publication of an audiovisual recording of any CPC performance of the Lecture Recording, for reproduction and display as published and distributed by CORD. Submission of cases serves as acknowledgement and grant to CORD, its successors and assigns, an exclusive permission to use, reproduce and perform (collectively, "publish") the recording.
  12. Submission of cases irrevocably releases and waives any claims relating to rights of privacy, rights of publicity, or confidentiality against CORD or any other person or entity related to CORD's use and publication of the Recording.

#### **D. Participant Guidelines**

1. The resident presenter has five minutes to describe the case as it appeared in the emergency department. Only the information provided to the faculty discussant when the case was submitted may be presented at the CPC. Presenters must not surprise the discussant with information not previously provided.
2. Following the resident presenter's five-minute presentation, the faculty discussant has 20 minutes to discuss the case, emphasizing the emergency medicine approach to the diagnostic reasoning that leads to a final diagnosis. Generally, the salient features of the case are highlighted, a differential diagnosis is offered and a logical discussion is provided to argue to a final diagnosis. Although an accurate final diagnosis is important, the majority of the judging focuses on the discussion and presentation. Many faculty discussants have won the CPC with an incorrect final diagnosis. The discussant should not utilize the time to discuss the final diagnosis -- this will be done by the resident presenter.
3. The resident presenter then has 10 minutes to give the final diagnosis and discuss the disease process, its relevance to emergency medicine and describe the elements in the ED encounter that support the final diagnosis.
4. The presentation time frames are rigidly set and observed. Limit timers will be utilized to assist the speakers. Substantial scoring penalties will be imposed for exceeding the prescribed time limits.
5. All CPC cases will be presented using a laptop computer and LCD projector provided by the hotel. A laser pointer, microphone and handheld slide advancer will also be provided. All presentation files will be preloaded onto the laptop at the podium. No personal flash drives will be used on the day of the competition.
6. Please organize or facilitate another person to be available to present on your behalf in the case of any unforeseen circumstances that would prevent you from presenting on the day of the competition. If a backup resident or faculty member is needed, he or she must be on staff at your residency program.
7. PD's are strongly urged to review the resident case slides prior to submission to the competition.

### **E. Presentation Guidelines**

1. All slides must be created using PowerPoint software and must be in Windows format.
2. Slides may contain text and static images but no video clips, no audio clips, no hyperlinks to the web, no embedded files or links to other files. Violating this rule will result in a substantial scoring penalty.
  - a. Moving "slide transitions" between slides are permitted
  - b. Using the slide show "animation" feature within PowerPoint is permitted
3. Speaker Notes within the PowerPoint presentations are not permitted.
4. The slides will be shown using the slide show feature in PowerPoint on a Windows based computer.
5. The "Presenter View" option will not be utilized on the day of the competition.
6. This is not an interactive presentation – soliciting audience participation is not allowed.

## **Section X: Awards and Scholarships**

### **A. Distinguished Educator Award**

The CORD Academy for Scholarship in Education in Emergency Medicine offers the Distinguished Educator Award to outstanding educators who have met rigorous standards of academic excellence within the previous five years. The award is in effect for five years during which awardees are asked to mentor and support academic excellence and scholarship in emergency medicine education. Awardees can reapply for the award at the end of the five-year period.

#### **1. Eligibility**

- a. Be a CORD member

#### **2. Nomination**

- a. Self-nominations are encouraged

#### **3. Application**

Nominees must submit the following:

- a. A current CV
- b. An educator portfolio that presents evidence of scholarship in one of the specific educational categories indicated in the Standards for Distinguished Educator Award.
- c. Because the review process is designed to focus on applicants' educational contributions and achievements within a professional context, the applicant's dean (or other appropriate official) will be asked to sign off that s/he knows of no reason that would preclude the consideration of the named applicant for the Distinguished Educator Award. A form requesting such input will be sent to the applicant's dean after the applicant's completed information has been submitted.
- d. Submit electronically on the Nomination Form to CORD on or before December 31 at midnight (Central) each year.

#### **4. Selection**

- a. Applications will be reviewed by a Review Panel in a manner similar to an NIH grant-review study section
- b. Faculty must demonstrate scholarship in one of the following four categories.
  - i. Teaching/Evaluation (including bedside teaching, faculty development and mentoring)
  - ii. Development of Durable Educational Materials
  - iii. Educational Leadership
  - iv. Educational Research
- c. Mini-portfolios will be judged by a panel of faculty educator peers from a variety of emergency medicine programs before January 31 of each year.
- d. Using protocols of the National Institutes of Health, a primary and secondary reviewer will be designated for each submission. These reviewers will propose initial ratings for all criteria, lead the discussion of the applicant's materials during the review meeting, and help write brief critiques in support of selection decisions. After the review panel discussion of each candidate, each member of the Review Panel (having reviewed each mini-portfolio in advance) will assign up to 100 points to each portfolio based on how well the mini-portfolio matches the standards for a given awards category, as represented by the standard-setting mini-portfolio samples provided. To receive an award, the average number of points assigned by Review Panel members must meet or exceed the established cutoff of 80 points, and 75 percent of the Review Panel members must give a score of 80 or higher. Panelists will assume that the standard-setting mini-portfolio examples would receive an average of 85 to 95 points.
- e. The process primary and secondary reviewers will use in assigning points will be subdivided into three criteria: quality, quantity and breadth.
- f. Candidates will be informed regarding their selection by February 15 of each year.

- g. Those individuals meeting or exceeding the criteria will be accepted as Distinguished Educators in the Academy.
- h. Each year, new Awardees of the Academy will be inducted at CORD's Annual Meeting during the association's Awards Ceremony.

#### **5. Expectations for Awardees**

- a. Serve as a role model and mentor for others at all levels in the profession.
- b. Participate in annual Academy events (annual Academy meeting at the *CORD Academic Assembly*).
- c. Participate in the vetting of ideas/projects that support and enhance education scholarship at the request of Academy Leadership.
- d. Participate in the selection of Academy award recipients.
- e. Act as a "think tank" on issues relevant to emergency medical education. It is anticipated that programs may be developed and delivered at CORD Annual Meetings and at emergency medicine education program sites.
- f. Mentor academy applicants in the development of their portfolio.
- g. Interact with other CORD Academy members and awardees to create and maintain a high-level, proactive and effective educational resource for the emergency medicine education community.

#### **B. CORD Educational Research Grant**

The Emergency Medicine Foundation endeavors to promote and to provide improved education and research opportunities in the field of emergency medicine in order to improve the availability and quality of emergency medical treatment.

The EMF/Council of Residency Directors in Emergency Medicine (CORD) Research Grant will award one or more grants to promote project(s) that seeks to study a medical education topic that has direct relevance to the specialty of emergency medicine. Applicants may apply for up to a total of \$25,000 for a one-year period.

##### **1. Eligibility**

- a. The principal investigator (PI) must have a primary faculty appointment in Emergency Medicine. The PI will be responsible for all arrangements and conduct pertaining to the proposed research projects, and supervising the work of all associate investigators.
- b. Only US-based universities will be eligible to apply for this grant award.
- c. The research proposal must be approved by the corresponding institutional review board (IRB) at the time of grant submission including those determined to be exempt. This must be documented by inclusion of the IRB letter in the grant proposal.
- d. CORD member for at least one year prior to submission of grant application
- e. An active member of CORD that is the Principal Investigator or Co-Principal Investigator.
- f. The maximum number of awards funded will be determined annually by the CORD BOD. Although an institution may receive multiple awards, only one application per clinical investigator will be awarded.

##### **2. Deadline**

- a. First Quarter of every calendar year.

### 3. Notification of Award

- a. Winners notified after May 1 of each year

### 4. Funding

- a. Between July 1 and June 30 of the year after approval.
- b. Set annually by the BOD

### 5. Definition of Emergency Medicine Educational Research

- a. Emergency medicine education research is broadly defined as scientific investigation designed to investigate the impact of educational innovations and/or study novel means of assessing the essential knowledge and skills of emergency medicine providers.

### 6. Research Topics

- a. The EMF/CORD Research Grant goals and scope:
  - i. To promote methodologically robust emergency medicine education research.
  - ii. To provide evidence that supports best practices for emergency medicine training and assessment.
  - iii. To facilitate the academic growth and development of future researchers in emergency medicine education.
  - iv. To study emergency medicine education across the continuum including medical students, residents, fellows, or faculty.
  - v. To publish research findings in a peer-reviewed journal.
- b. Scope:

Proposals may include, but are not limited to: improved learning, curricular or program evaluation, instructional design, patient safety, or assessment.

### 7. Mentorship

- a. The applicant must identify a mentor that will assist with project design, implementation, completion and presentation. The mentor must be an experienced medical education researcher. However, applicants with educational expertise who apply with experienced clinical researchers, or PIs with education research expertise themselves may also be competitive. **When there is a mentor involved, it is required that they submit a letter of support.** This letter must describe the mentor's (or collaborator's) and the applicant's roles and responsibilities in the proposed project. The mentor must have an MD, DO, PhD or equivalent degree. The mentor must have proven ability to pursue independent research as evidenced by original research publications in peer-reviewed journals and/or funding from extramural sources.

### 8. Institutional Support

- a. The applicant must also submit a letter from the Chair/Director of Emergency Medicine stating that adequate funds and time will be available to the applicant to complete the proposed project.

### 9. Evaluation

- a. Each application will be reviewed by emergency medicine specialists who are actively involved in education, basic science, clinical or health services research. Each application will be judged primarily on: (1) the significance of the project to emergency medicine, (2) the soundness of the research methodology, and (3) the likelihood the project will be completed. The final funding decision will be made by the Emergency Medicine Foundation Board of Trustees and all decisions are final.
- b. All decisions are final.

## **10. Terms of the Award**

### **a. Duration and Amount**

- i. The EMF/CORD Research Grant funds will be disbursed semi-annually over the one-year cycle. Disbursement of payments will be contingent upon satisfactory progress reports.

### **b. Limitations on Awards**

- i. Funds may be used for materials and supplies and to provide salary support. Capital equipment expenditures (costing more than \$5000 and a life of over one year) must be justified in the budget. Payments will be made to the principal investigator's institution that will be responsible for administering the funds. The Emergency Medicine Foundation will not be responsible for institutional overhead, cost for publications, travel, renovations, or secretarial support. Detailed audited financial reports may be required. The EMF is not fiscally responsible for funds necessary for the project's completion.

### **c. Change of Status of Principal Investigator**

- i. If the PI makes any changes, including affiliations or ceases research in the field for which the award was made, that jeopardizes the research, he/she is responsible for immediately notifying EMF. The award will immediately terminate and the remaining balance will be returned to the Emergency Medicine Foundation.

### **d. Patent Policy**

- i. The principal investigator and institution acknowledge that, though unlikely, if a patentable invention or discovery is conceived, or conceived and reduced to practice by EMF-supported personnel during the award year, the EMF must be apprised of the invention and the institution's plans for protecting such invention under existing institutional patent policy. The EMF will defer to institutional policies where they are in compliance with those of the Federal government.

### **e. Liability of the Council of Residency Directors in Emergency Medicine and Emergency Medicine Foundation**

- i. The EMF and CORD assumes no financial liability if patient care responsibilities of any kind are undertaken by the program faculty or investigator. The principal investigator and his or her institution acknowledge that the EMF is not legally liable for the conduct of the institution, the principal investigator, the program faculty, or any associate investigators.

### **f. Progress Reports and Money Management**

- i. The principal investigator is required to submit a six-month progress report (due Jan 1) and a final progress report within thirty days of the conclusion of the award year (June 30). Additional reports may be required. Failure to provide such reports will delay transmission of funds. Furthermore, failure to provide interim and final reports to the Foundation may negatively impact the PI's institution's ability to apply for future EMF awards. EMF will maintain the copyright of all such reports. Progress reports must include an accounting report using Generally Accepted Accounting Procedures showing the distribution of funds with a signature from an institutional official (e.g., accountant, grants manager, administrator from the Office of Sponsored Research). The EMF reserves the right to withhold release of interim funds if >25% of the previous cycle remains unspent. The EMF allows up to 25% of funds to be carried over from one cycle to the next. The PI must immediately report any violation of IRB rules or IRB concerns relating to the research.

**g. Surveys**

- i. The principal investigator and the institution will be surveyed periodically following completion of the award regarding career paths, subsequent grants/contracts obtained, and publications. The principal investigator and the institution will be expected to respond to these surveys as the Foundation will rely on such information to support continuation of the award program.

**h. Research Forum**

- i. Awardees are required to present their work at the American College of Emergency Physicians' Scientific Assembly/Research Forum and the Council of Residency Directors in Emergency Medicine's Academic Assembly immediately following the completion of the award year as a poster or oral presentation. Funds cannot be requested to cover the travel cost to attend the Research Forum, although the Scientific Assembly/Research Forum registration fee is waived for the presenter.

**i. Publications**

- i. All discoveries resulting from work supported in part by the Foundation should be made available to the public and scientific community through scientific and/or public policy channels such as national meetings and peer-reviewed publications. Publications will acknowledge the support of the EMF/CORD. Two reprints of each publication should be forwarded to the Emergency Medicine Foundation.

**j. Academic Credit**

- i. Academic credit for research conducted under the CORD Educational Research Grant program will be granted according to the guidelines set forth by the recipient's institution.

*Revised 10/30/2017*

**C. Resident Academic Achievement Award**

Recognizes an emergency medicine resident who has demonstrated great potential as a future academic faculty member.

**1. Eligibility**

- a. Representative of CORD member program in good standing

**2. Nomination**

- a. Each emergency medicine program director may nominate one of their senior residents for this award

**3. Application**

- a. Program directors must submit the nominee's curriculum vita and provide specific information regarding peer-reviewed publications and the resident's role in the publications, presentations at state or national meetings, evaluations of teaching ability by faculty, junior residents or medical students, and other objective evidence of outstanding contributions to the educational program.
- b. A copy of a publication considered to be the resident's best work should also be included

**4. Selection**

- a. Qualities that will be evaluated include:
  - i. academic productivity
  - ii. commitment to teaching
  - iii. service to the program



#### **D. Faculty Teaching Award**

Recognizes the contributions of a junior faculty member to the education of emergency medicine residents.

##### **1. Eligibility**

- a. Representative of CORD member program in good standing

##### **2. Nomination**

- a. Each program director or department chair may nominate one faculty member for this award.
- b. The award will be limited to emergency medicine faculty with five or fewer year's participation as an emergency medicine faculty member in emergency medicine residency programs.

##### **3. Application**

- a. Submit a curriculum vita and provide specific information regarding evaluations of teaching ability by residents and students, objective evidence of outstanding contributions to the educational program and descriptions of activities in support of resident education at the state and national level.

##### **4. Selection**

- a. Qualities that will be evaluated include:
  - i. commitment to teaching
  - ii. contributions to the residency program
  - iii. involvement in state or national activities that promote resident education

#### **E. CORD Longevity Award**

Each year at *Academic Assembly*, CORD will recognize the longevity of Program Directors and APDs who have 5-10-15-20-25 years of service.

#### **F. CORD Impact Award**

The impact award is not given every year and is an award that allows CORD to honor people within its community who have shown extraordinary efforts towards advancing CORD's mission, vision and/or products.

#### **G. Wainscott Award**

The Michael P. Wainscott Program Director Award is intended to recognize emergency medicine faculty who have demonstrated the below qualities and who have been a loyal colleague in the CORD community who have contributed to the development of emergency medicine education. Former and past members of CORD who have served in the program leadership positions (e.g. program directors, assistant/associate program directors, clerkship directors) are eligible to be nominated for this award. Candidate can be nominated by any member of CORD and they will be evaluated by the Awards Committee on the following criteria:

1. Humanistic qualities
2. Emergency medicine program development
3. Innovation and change in emergency medicine education
4. Participation in CORD activities
5. Evidence of mentoring others
6. Love of teaching

#### **H. Salvatore Silvestri MD Resident Travel Scholarship**

The Salvatore Silvestri, MD Resident Travel Scholarship was created to honor the legacy of Dr. Salvatore Silvestri. The travel scholarship will provide \$1,000 for travel expenses to CORD Academic Assembly as well as complimentary Residency registration for the conference.

Resident applicants should have the following qualifications:

1. Current PGY1 or PGY2 Resident
2. \*Preference for applicants with EMS interest or background or residents from underrepresented minorities.

Applications should include:

1. Letter of interest to attend Academic Assembly
2. Resident CV
3. Letter of Support from Program Director

#### **Section XI: Annual BOD Review**

The *Compendium of Board Policies* will be reviewed annually by the President-Elect to: (1) ensure accuracy and completeness of the policies and (2) to reflect any adopted changes in operations or policies approved outside the normal cycle and (3) to recommend changes in operations or policies for consideration by the BOD and will be presented to the BOD for review at the BOD meeting held in conjunction with CORD's annual meeting.