



**EMIRATES COLLABORATION OF RESIDENTS IN EMERGENCY MEDICINE**

## **MEMBER'S GUIDE**

## GENERAL CODE OF CONDUCT

- All content made for and by ECREM is for educational purposes. All community activities must pertain first and foremost to Emergency Medicine Residents in the UAE. Any additional activity, material or collaboration that does not fall under the general umbrella of Emergency Medicine academic content must first be discussed and approved by a minimum of **TWO (2)** Members of the Board at ECREM
- As an active, confirmed team member of ECREM, it is your responsibility to maintain a professional demeanor among your peers and faculty.
- Your first preference will be given the highest priority when allocating you to tasks, but ultimately you may be given roles different to or beyond the scope of the division you initially chose. Beyond capability, this ultimately will also be based on adaptability and enthusiasm the member displays over time
- Each new member, after initial confirmation, will undergo a **2-month** probationary period. This period serves to allow adequate time for all parties to become acquainted with each other and for any discrepancies, issues and concerns to be addressed and resolved. Should any party feel that their place at ECREM is unsatisfactory, this time allows for these feelings to come to light, making it easier for everyone to work together in a more streamlined manner. If, despite being cautioned about undesirable actions or attitude, there continues to be an issue with a member, their involvement with ECREM may be subject to termination
- All activities are supervised by a minimum of **ONE (1)** Member of the Board who presides over the relevant division

### **The following is an overview of assigned roles within ECREM:**

- **Affiliate Member**- Person who undertakes a specific project in a limited capacity for and/or with ECREM. An affiliate member may remain attached to their assigned project until such time as the activity is ended or when their contribution to the project has been completed. If an affiliate member successfully completes **TWO (2)** independent projects with ECREM, they will qualify to become Team Members, Technical Directors or Members of the Board after review from senior Members of the Board at ECREM

- **Team Member-** A team member is a confirmed member of ECREM who has completed the prerequisite probationary period and/or requirements as an affiliate member, following a review by the Members of the Board. Their activities will range across the various divisions of ECREM as they are assigned, supervised by their respective Member of the Board

- **Technical Director-** A team member who specializes in, but is not limited to, a key technical aspect of ECREM content management

- **Senior Technical Director-** A team member who supervises technical aspects and design of specific ECREM content

- **Member of the Board-** Senior members who manage independent divisions of ECREM and the members therein, coordinating and supervising all projects and activities that are pertinent to that division. Each member is also involved in administrative decision-making and recruitment of new candidates

- **President-** Senior member charged with supervision of all activities pertaining to ECREM, coordinating with Members of the Board for administrative, design, recruitment, financial and collaborative decision-making

## **RESIDENT CORNER**

### **Content:**

All content prepared should attempt to share and highlight experience, opinions, and information pertinent to Emergency Medicine Residency life and practice. All submissions will be reviewed, and projects supervised the current Director of Resident Corner, with supplemental input from one or more senior Board Members if needed prior to publishing content on relevant platforms.

### **Instructions for submission of Blog Posts:**

- All articles must maintain a minimum word limit of 300, with a maximum limit of 1000 words unless otherwise indicated by the Director of Resident Corner
- It is the author's responsibility to ensure the information entered is factual, grammatically correct, and free of plagiarism. Any content not adequately conforming to these standards may not be eligible for publication
- Images, graphics and/or any videos used in the article must be formally attributed or credited where needed. Attempts should be made, however, to use copyright-free, attribution-free, original media as much as possible. In addition, all identifying data (patient/doctor/ hospital names or specific brands) that can breach confidentiality and reveal patient identity should be removed
- For each article, the author must include their Full name, Residency Year, Hospital Name, short bio and all references used (if any)

### **Mindfulness:**

Content within this category will consist of (but not limited to) monthly tweets/instagram posts in the form of:

- Opinion Polls on Twitter
- Infographics about General lifestyle tips – e.g. healthy eating/ stress reduction/energy restoration/burnout prevention
- Podcast segments on wellness (refer to ECREM|talks section for relevant information on podcast content)

### **Hobby Center:**

Using an online platform (e.g. ECREM website), groups of residents can corroborate, organize and advertise mutual interest groups and extracurricular activities (e.g. hiking, safari, paintball, book club)

**Note:** *This activity is currently on hold due to restrictions surrounding the COVID-19 pandemic*

**Annual Retreat:**

As part of ECREM's efforts to foster inter-hospital residency connections, an annual retreat open to all residency program participants will be organized.

**Note:** *This activity is currently on hold due to restrictions surrounding the COVID-19 pandemic*

## ECREM|talks

- Each podcast episode must be attended or hosted by at least **ONE (1)** ECREM Board or Senior Team Member, unless otherwise agreed upon and confirmed through the current Director of ECREM|talks
- Guest speakers must be sent invitation emails a **minimum of 6 weeks** prior to the intended recording date, with details on podcast topic, duration of talk, location and introduction of involved hosts for the episode. A sample email invitation can be found by accessing the appropriate [mail.ecrem@gmail.com](mailto:mail.ecrem@gmail.com) (through or by a member who maintains access to this account)
- ECREM|talks podcast episodes have various themes and concepts that will be covered. Despite expected variations for specific episodes, the structure of an episode largely follows the guidelines below:
  - Minimum of **ONE (1)** host/speaker and maximum of **FOUR (4)** total speakers per episode
  - Minimum of **ONE (1)** technical director and maximum of **TWO (2)** technical directors on site during recording
  - Average episode duration of **20-40 minutes**. If duration is exceeded beyond **45 minutes**, consider splitting the discussion into multiple segments, separated by topic
  - Maintain general introductory consistency for each episode (e.g. *Hey everyone! As Salaam u Alaikum and welcome to another episode of ECREM|talks, a podcast where we discuss Emergency Medicine core concepts and the impact of the specialty in the UAE*) followed by host/guest introductions
- All episodes, once recorded, should aim to be processed by the assigned technical director **within 3 weeks**, and uploaded based on assigned schedule, or as discussed with the Director of ECREM|talks
- ECREM|talks episodes that feature core content should have, in addition to a recorded discussion, a prepared draft of show-notes, i.e. written blog post segment to be included with the episode for feature with the embedded media on the ECREM website. All final drafts should be approved by the Director of ECREM|talks and these should be prepared and finalized **within 3 weeks** of the recorded session

- **Specific roles and responsibilities:**

***Technical Director:***

- Maintenance and transport of equipment
- Technical set-up, sound check and equipment monitoring
- Arrival on site at least 1 hour before recording to ensure adequate technical checks and set up
- Sound edits, processing and uploading of material to relevant online platforms
- Coordination with Host and Director of ECREM|talks for content layout and integration of media captions, title and associated pictures/video

***Host/Speaker:***

- Preparation of discussion skeleton
- References and fact checking, to be coordinated with Director of ECREM|talks
- Avoidance of mentioning specific brands, patient-specific confidential information, institution names when they breach that confidentiality or reveal information that could lead to patient identification
- Avoidance of use of profanity, slurs and other inappropriate language or content
- Content prepared should maintain relevance to Emergency Medicine practice and applicability to Emergency Medicine Resident training

***Director of ECREM|talks:***

- Supervision of tasks and content for each episode
- Streamlining and confirming content workflow
- Verification of content and technical preparation/upload
- Final approval of content, topic, guests, speakers, venue and assigned schedule for podcast

# FOAMed

Projects within this division pertain to any and all academic content that pertains to Free Open Access Medical Education (FOAMed), relevant to Emergency Medicine, as approved and supervised by the current Director of FOAMed

FOAMed is meant to share knowledge through videos in an easy and nice way. As it's a sensitive part of sharing there are rules to be followed:

- All topics should be approved by at least 1 ECREM board member and 1 senior Team member
- All content must be Emergency Medicine relevant
- All contents should be original and created by ECREM team members

## Videos

- Videos created under this category must be filmed in locations where approval to do so has been arranged prior to filming
- All subjects appearing within the video must have given verbal consent to be featured therein
- Language used in the video must be clear, articulate and with no use of slang or profanity
- No patient identifiers, brand names or other items not relevant to the subject matter being discussed should be included as part of the video content
- Videos are aimed to be concise, educational and instructive, targeted toward Emergency Medicine Residents and Physicians
- Dress code while shooting the video should be followed
- Average time per video should be **3-5 minutes**
- All videos once filmed should aim to be ready for publication and processed by the Technical Director **within 3 weeks**
- Video editing should be reviewed, and final version approved by a minimum of **TWO (2)** Board members

## Lectures

- Featured online lectures will showcase a presentation, usually in the form of slides, with narration by the presenting speaker on a topic relevant to Emergency Medicine
- All images, graphics and/or any videos used in the presentation must be formally attributed or credited where needed. Attempts should be made, however, to use copyright-free, attribution-free, original media as much as possible. In addition, all identifying data (patient/doctor/ hospital



names or specific brands) that can breach confidentiality and reveal patient identity should be removed

- Average time per lecture should be **20-30 minutes**

### ***Clinical Images***

- Any uploaded clinical images should remove all identifying data (patient/doctor/ hospital names or specific brands) that can breach confidentiality and reveal patient identity
- Images should be relevant to Emergency Medicine
- Images should be submitted in **PNG** or **JPEG** format
- Minimum file size should be **200 KB**, minimum dimensions **300 x 300 pixels**

### **Specific roles and responsibilities:**

#### ***Speaker:***

- Preparation of the topic
- Training on teaching the procedure/test
- Provide evidence-based information about the procedure/test
- Ensure the availability of the equipment needed
- Allocating team members

#### ***Technical Director:***

- Maintenance and transport of the filming equipment
- Arriving on site at least 1 hour prior to filming to prepare the location
- Video editing, processing, and uploading the videos in relevant online platforms
- Coordinating with FOAMed Director and the speaker for content layout and integration of media captions, titles and evidence-based information