AAEM Responsible Use of AI Policy

Introduction

The American Academy of Emergency Medicine (AAEM) recognizes the potential of generative artificial intelligence (AI) to support our mission of advancing emergency medicine. While AI can enhance our operations, it must be used responsibly, prioritizing data privacy, professional integrity, and accuracy in our communications. This policy provides guidelines for the ethical and effective use of AI in all work undertaken on behalf of AAEM, including by staff and volunteers.

Key Definitions

Artificial Intelligence (AI): Refers to the broad field of computer science focused on creating systems capable of performing tasks that normally require human intelligence, such as decision-making, speech recognition, visual perception, and language understanding.

Generative AI: A subset of AI that produces new content, such as text, images, or audio, based on patterns learned from existing data. These systems do not "think" but rather generate outputs based on algorithms trained on large datasets.

Litmus Test for AI Use

When information is entered into AI systems, it may be stored on external servers, used for further model training, or included in future outputs without control over how it's distributed. This can lead to unintentional public disclosure of sensitive data, making it difficult to ensure the privacy or ownership of proprietary or confidential information. Once data is input, it may become impossible to fully retrieve or delete, leading to long-term exposure risks.

This is AAEM's litmus test for determining what information can be safely used in conjunction with AI:

- **Permitted for AI Use:** Publicly available or non-confidential materials that do not contain sensitive or proprietary information.

  Examples: Website content, marketing materials, and publicly available information such as public health guidelines or general research data.

- **Not Permitted for AI Use:** Confidential, proprietary, or legally protected information, including member data and intellectual property.

  Examples: Financial records, member contact information, internal business strategies, copyrighted materials, or proprietary research.

Ethical AI Use

AAEM is committed to using AI in a manner that aligns with our values and professional standards. Our ethical framework includes:

Transparency: Any use of AI in AAEM-generated content must be disclosed. When AI assists in generating text, the statement, "Note: Generative AI was used in part to generate this content," will be included.
Fairness & Bias: All AI-generated content must be reviewed for potential biases or inaccuracies. It is essential that

AI is not used to create or spread misleading information, deep fakes, or materials that could introduce bias or discrimination into our communications.

Human Oversight: AI tools are aids, not decision-makers. Every AI-generated output will be subject to human review, with the author responsible for ensuring the accuracy, relevance, and alignment with AAEM's standards and mission.

Data Privacy: AAEM takes the privacy of our members' data seriously. Generative AI tools must not be used to process or generate outputs from member data without proper anonymization and security protocols. Member contact details, personal information, financial records, or any sensitive organizational information must not be input into AI tools.

Copyright & Intellectual Property: All intellectual property that requires legal protection must be created without the use of generative AI.

Author Responsibility

Individuals utilizing AI in AAEM work are responsible for:

Fact-Checking & Proofreading: AI-generated content must be reviewed for accuracy, consistency, and adherence to AAEM's professional guidelines. AI tools can generate incorrect or fabricated information, so all outputs must be verified.

Final Accountability: Authors retain full responsibility for any content produced with AI assistance. If AI contributes to a piece of work, the author must ensure its validity and make necessary corrections to avoid errors, miscommunication, or plagiarism.

Training & Compliance

AAEM will provide training for staff and contributors using AI in their work. Additionally, AAEM will conduct periodic audits to ensure compliance with this policy and to evaluate AI's role in enhancing our operations.

Tool Approval & Data Usage

Only AI tools that meet Executive Director. Inc.'s (EDI) privacy and security standards will be approved for use. A list of approved AI tools will be maintained, and all tools must be reviewed and cleared before use.

Prohibited AI Platform Use

- **Note-taking and transcription tools**: AAEM prohibits the use of platforms that automatically record or transcribe meetings, as they pose privacy risks by potentially capturing proprietary or sensitive information.
- **Deep fakes and media manipulation**: Tools capable of generating manipulated content, such as deep fakes (media that falsely portrays individuals or events), are strictly prohibited. These tools can mislead others and result in ethical violations.
- **Copyright and intellectual property risks**: Any platform that risks bypassing copyright protections or infringes on intellectual property rights is not permitted.

Conditionally Approved AI Tools

Platforms that are conditionally approved may only be used under specific conditions:

- Staff and volunteers must complete required training to ensure compliance with AAEM's privacy and security standards.
- Certain settings within these tools must be configured or verified to ensure data security, prevent misuse, and maintain ethical standards.

Approved	Not Approved	Conditionally Approved
Asana	Fathom AI Video	Adobe (Firefly) Gen AI
Bing	Perplexity.AI	Canva
Copy.AI	Predis.AI	ChatGPT
Jasper.AI	Scribe	DALL-E 3
Microsof CoPilot	Spark. AI	Golbin.Tools
Murf.AI	Speechify	Grammarly
	Stability.AI	HootSuite
		VEED.io

Continuous Improvement

AAEM is committed to continuously reviewing and refining this AI policy. As AI technology evolves, we will seek feedback from members and stakeholders to ensure our policies reflect best practices and uphold AAEM's values.

Conclusion

By adopting this AI policy, AAEM aims to responsibly leverage AI to advance emergency medicine while maintaining the highest ethical standards. All members and contributors must adhere to this policy to ensure that AI usage is transparent, ethical, and aligned with AAEM's mission.

Note: Generative AI was used in part to generate this content.