



The Intercollegiate Board for Training in Pre-Hospital Emergency Medicine

The Applicants Guide for Pre-Hospital Emergency Medicine

August 2017 & February 2018 Recruitment

Introduction

Pre-Hospital Emergency Medicine (PHEM) is a General Medical Council approved sub-specialty for Anaesthesia, Acute Medicine, Intensive Care Medicine and Emergency Medicine.

Pre-hospital Emergency Medicine involves providing immediate medical care in what is often a resource limited and physically challenging setting. Add to this the combination of time pressure, a medical emergency and an unfamiliar multi-disciplinary team this makes for a challenging subspecialist area of medical practice. Many regard the opportunity to support their local ambulance services and provide medical care in some of the most dangerous, distressing and challenging circumstances as both a privilege and, perhaps more importantly, a truly professional endeavour. In the desire to improve the quality and safety of care, programmes of education and training have been developed.

Recruitment

It is important that all applicants read the IBTPHEM Curriculum and Assessment System Guide available on the IBTPHEM website (www.ibtphem.org.uk).

Recruitment into approved sub-specialty posts is only through the annual national recruitment process. Health Education England co-ordinate the national process for recruiting trainees into Pre-Hospital Emergency Medicine on behalf of all LETBs/Deaneries

Selection for Pre-Hospital Emergency Medicine will be hosted at a single centre at Health Education England in the East of England and candidates will be able to preference all available posts in Pre-Hospital Emergency Medicine across the UK.

PHEM sub-specialty training may be considered part of your specialty training or 'Out of Programme' (OOP).

It is important that you carefully follow the necessary processes when applying for sub-specialty training either as part of your Higher Specialty Training programme or as an out of programme experience. Failure to complete all the steps outlined below may result in your OOP application being declined by your training programme director and therefore you would not be able to take up a PHEM training post :-

- Prior to application please ensure that you discuss this with your specialty Training Programme Director and Educational Supervisor at the earliest opportunity to ensure that you know the relevant permissions needed.
- Once a provisional discussion has taken place with your Educational Supervisor and TPD, trainees must fully complete an OOP application form* (available to download from the HEE local office website) and obtain all required approval signatures before submitting the form to the HEE local team for final approval. You will also need to submit the required supporting documents which include a brief overview of planned activities whilst out of programme; these must be submitted with **ALL** OOP applications.

- Once final HEE local office approval has been given, trainees are required to give 3 months' notice to their current Trust.

*Please note that HEE local offices request that OOP applications are submitted with 6 months' notice prior to the commencement of the OOP. This is important as it allows time for applications to the GMC for recognition of training time in PHEM towards CCT if relevant.

For those applicants who will require OOP to undertake PHEM sub-specialty training, the IBTPHEM OOP form should be completed and presented at the Selection Centre. This is NOT an OOP application but an indication that you have commenced the process and are likely to get approval.



Submitting an Application

All applications must be made via the on-line system ([Oriol](#)). Please ensure the contact details you provide are correct and the email address is the one you regularly use. Applications submitted after the deadline will NOT be considered. See the timeline below relating to current recruitment activity. We do not accept applications for a planned deferred start date. Start dates may be delayed in cases of illness or maternity only provided all the eligibility requirements for the application start date have been met.

The PHEM application form asks only for factual information about you and your employment history, we do not ask you to write essay-type answers to competency based questions, apart from your supporting information and we do not 'score' CVs. When completing your employment history please ensure you put full details on the posts you have undertaken, the specialty and dates as this information will be used for the long listing process in line with the requirements stated on the Person Specification. ***It is therefore, essential that you enter the information on each of the posts you have done rather than just the base specialty i.e. ACCS, Emergency Medicine - please show the different specialties you have undertaken within this post.***

Once your application has been submitted you are unable to make any changes apart from to update your own contact details. Please ensure that you do not submit unless it is complete. You are, however, able to update your referee details up to a point.

PHEM Recruitment Timeline 2017/2018

24 September	Advert to appear
7 October	Applications open
21 October	Applications close
30 November	Selection Centre
w/c 5 December	Offers sent out

Equality and Diversity

All LETBs are committed to ensuring that their selection procedures are subject to best equal opportunities practice and that no one is disadvantaged by ethnic background, gender, marital status, sexual orientation or age. LETB equal opportunity processes are regularly monitored. Responses to questions on the application form regarding Equal Opportunity Monitoring information are NOT seen by any of our assessors. All appointments will be made against the agreed person specification. Candidates should be able to demonstrate their commitment towards Pre-Hospital Emergency Medicine.

Overseas Doctors

LETBs/Deaneries welcome applications from suitably qualified doctors from overseas provided they are also able to legally work in the UK as a doctor in training and meet the eligibility criteria set out in the Person Specification. Overseas doctors are those who, regardless of where they obtained their primary medical qualification are not nationals of the European Economic Area (EEA). They commonly do not have a right of indefinite residence in the UK or benefit from European Community rights. Some applicants may be considered before others on the basis of immigration status in accordance with the immigration, Asylum and Nationality Act 2006.

Overseas doctors with indefinite leave to remain (settled status) and those whose immigration status entitles them to work without restriction in the UK are eligible to apply for specialty training programmes and will be considered on an equal basis with UK and EEA nationals. Other non-UK or non-EEA nationals with limited leave to remain in the UK and whose employment will require a Tier 2 sponsorship, are subject to the Resident Labour Market Test (RLMT). The Resident Labour Market Test means that such doctors can only be made an offer of a training programme if there are no suitable UK or EEA national candidates.

We will consider your immigration status as at the closing date for applications. You will be able to tell us if you expect your immigration status to change before commencement of the post you are applying for. Evidence of immigration status should normally consist of a biometric residence card, date stamped passport and accompanying letter from the Home Office. Such evidence must be provided at the Selection Centre.

Further information regarding overseas doctors is available from:

- www.gov.uk
- www.mmc.nhs.uk
- www.gmc-uk.org
- www.nhscareers.nhs.uk

Choosing a Training Programme

Applicants submit one application for a PHEM training programme. You will be asked to rank your geographical preferences in ranked order on Oriel. You are advised to read very carefully the information pages from the LETBs before making your choice and contact the relevant leads for further information.

Training Programmes are split into 3 schemes as follows:

- A (blended) = split time between base specialty and Pre-Hospital Medicine over 2 years
- B = 6 months in Pre-Hospital Medicine, 6 months in base specialty alternating over 2 years
- C = One year in Pre-Hospital Medicine

The IBTPHEM Guide to Training details these further – see www.ibtphem.org.uk

Please note that scheme A (blended) posts may be limited to a particular specialty where the other part of the post will be hosted e.g. Emergency Medicine. If a post is limited in this way, only trainees from that specialty will be able to apply.

Eligibility Requirements

All applications will be assessed against the competences outlined in the Person Specification. To be eligible for a PHEM Training Programme you will need:

To hold a recognised primary medical qualification	Applicants that do not hold a recognised primary medical qualification will not be considered. Applicants will be required to produce their certificate when attending selection centre
To be fully registered with the GMC at the time of application OR be eligible for full UK GMC registration at time of appointment	Applicants who are not fully registered and not eligible for full registration with UK GMC will not be considered. Applicants will be required to produce evidence of their GMC registration when attending selection centre. All doctors must also hold a valid licence to practice from the UK GMC
Evidence of English Language	Applicants whose primary medical degree was not taught in English or those who have not achieved an overall Academic IELTS score of 7.0 or above for each component within the last 2 years will be asked to provide alternative supporting evidence of their English language proficiency. Such evidence will need to be produced when attending selection centre.
Holds a National Training Number	Holds a National Training Number in Anaesthesia, Emergency Medicine, Intensive Care Medicine or Acute Medicine OR Holds CCT in one of these specialties
Advanced Life Support	Has up to date Provider status in ATLS, ALS and APLS or equivalent. Should your qualification expire prior to the start date of training it is your responsibility to provide your PHEM employer with a new certificate
Clinical Experience	Has a minimum of 6 months training in an approved training post in Emergency Medicine at CT1 or equivalent AND has a minimum of 6 months training in an approved training post in Anaesthesia at CT1 or equivalent by the intended start date. Evidence must be provided to confirm the post. OR Has a minimum of 6 months training in each of Anaesthesia, Emergency Medicine, Intensive Care Medicine and Acute Internal Medicine in posts approved for training at or above CT1 level or equivalent by the intended start date. Evidence must be provided to confirm the post.
Career Progression	Successful ARCP at ST4
Health Requirement	Must have a fitness level consistent with the ability to perform a full range of Pre-Hospital duties

Fitness

As part of the eligibility requirements it is essential to have a fitness level consistent with the ability to perform a full range of pre-hospital duties. You therefore, need to provide the necessary evidence and upload of your application form, please select '**Alternative Certificate**' as the option or email the Recruitment Team heee.recruitmenthelpdesk@nhs.net. This evidence must be received by the Selection Centre in order for your application to proceed further. Please download the test and certificate (**appendix 1**) and **contact a qualified organisation or gym/personal trainer in order to undertake and have the test signed off**. This will be at your own expense.

Selection Centre

The Selection Centre

If you are successfully shortlisted you will be invited to attend the Selection Centre.

Venue

This will be held at: **Health Education England - East of England**
 West Wing, Victoria House
 Capital Park
 Fulbourn
 Cambridge, CB21 5XA

Parking is minimal at the venue, please do allow plenty of time to park and arrive prior to your interview. There is not a waiting area should relatives attend with you, and we do not have any photocopying facilities or refreshments available. Applicants will be notified if they are invited to Selection Centre via e-mail and will be able to book their Selection Centre place using the on-line application system.

Documents

You will be required to bring specific documents with you including photographic evidence. Please see the Document Checklist (**appendix 2**) which can be downloaded from the website. Please bring the required documents in the order set out on the form.

Please also note you are required to bring your Personal Portfolio

The panel would like to see **selected items** from your portfolio that support the following topics –

- your last multi-source feedback
- organisational/management skills
- preparing for pre-hospital emergency medicine (PHEM)

We realise that candidates will have a great deal of evidence in their portfolios at this stage of their careers, and we ask that the best evidence for the above areas **only** is brought to the panel. Please make this evidence easily available to the Panel.

Dress code

The selection centre may involve contact with simulated patients placed in scenarios consistent with pre-hospital environments who should be treated as if they were patients, for clinical communication, physical examination and limited management. The dress code for the selection centre should be comfortable enough to allow clinical practice/contact with patients in a variety of settings; this means that your dress should not constrain the ability to demonstrate recognised skills, for example the delivery of CPR on the floor. You are **not** expected to wear a suit or equivalent, but smart informal dress would be appropriate. Clinical uniforms of any style should not be worn. Inappropriately revealing styles such as low cut necklines and mini-skirts, dangling jewellery/accessories and hairstyles that may interfere with a physical examination should be avoided. Equally, forms of dress that cover the face will normally be deemed inappropriate in such situations.

References

It is your responsibility to contact your referees and ask them to complete the online structured reference form. References will be requested via Oriel once job offers are sent out, referees will be sent a link and password to be able to complete the online form.

Structure of the day

After having your documents checked by the administrative team you will be given a candidate briefing to give you an overview of your time at the Selection Centre. You will then be assessed in 2 stations;

- Interview/Portfolio station – 20 minutes
- Clinical Scenario/Communication station – 20 minutes

A review of your portfolio will take place in the Portfolio station

Preparation hints: Listen and read carefully all instructions given on the day regarding the exercises. Trust the process which has had excellent candidate evaluation; specifically they have said the process is fair even from those who are not successful first time.

You will be at the Selection Centre for a maximum of 1 hour and 30 minutes.

Programme Allocation

Entrance to PHEM is competency based, with successful candidates being able to demonstrate the competencies that we know are required to start Pre-Hospital Emergency Medicine training to a satisfactory level. Once selected, successful candidates are allocated to regions based on ranking them by their total score achieved over the exercises involved in the selection process along with scores from the application form. Higher scoring candidates are offered first choice of region where possible.



Offers

If you have satisfactorily demonstrated all the competences that are being assessed, you will be awarded a rating based on your performance at Selection Centre combined with your shortlisting score. This is used for ranking purposes and you will be made an offer of a PHEM training programme subject to availability and your ranking.

You will be offered via email and candidates are given 48 hours to accept or decline the post. If no vacancies remain in your first choice region you will be offered a choice further down your preferences. If there are no vacancies available, as a reserve candidate you may be considered for remaining vacancies in any of your other preferred regions through our local clearing system should offers be declined. Once you are offered a post, should you decline the offer, you will automatically be taken out of the recruitment process and will not progress further for that round. If you are offered and accept a post you need to apply via your LETB for an OOPE/OOPT in order to be released to take up the post.

Offer of Employment and Pre-Employment Checks

The offer and allocation of a Programme referred to above is NOT an offer of employment. An employment contract detailing the terms and conditions of employment will be issued by the responsible employing organisation and is made subject to satisfactory pre-employment checks. Your offer of employment will include the name of your employer, the start date and length of the period of employment, the location, the hours and the minimum rate of remuneration and the notice period applicable. The employing organisation carry out a number of pre-employment checks before an offer of employment can be confirmed. These will include verification of identity, registration and qualifications, right to work (immigration), employment history and employment reference checks (these are different from the clinical reference checks that the LETB needs), a Disclosure and Barring Service (DBS) check and an occupational health check. Some of these, verification of identity, registration and qualifications and right to work for example, may also be undertaken by the LETB during the recruitment process.



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FITNESS TEST (Appendix 1)

All PHEM applicants must successfully undertake this fitness test prior to the close of applications. *This is the fitness test used by the Welsh Ambulance Service and should be carried out by an approved fitness instructor at your own expense; this does not need to be an instructor connected with the NHS.*

The test consists of an assessment of mean oxygen consumption responses and time intervals, observed during work simulation. Following a warm up period the test mimics –

- 1) a stair climb carrying a mock medical kit,
- 2) a period of resuscitation (chest compressions only) and
- 3) a final task of carrying a load of just less than half the weight of the average human by carry chair.

The test is conducted as follows:

PHASE ONE

Warm up step test
5 x 2 minute stages
Cease @ 80% max. heart rate
or end of stage five
(30cm step height)

REST 2 minutes

PHASE TWO

Stage 1
1 x 2 minute stepping carrying 10kg load
Stage 2
2 minute chest compressions
Stage 3
3.5 minute stepping carrying 30kg load
(15cm step)

N.B. During this stage you may take ONE opportunity to place weights on the floor to readjust your grip.

All stages cease if unable to continue or if a heart rate of greater than 90% is reached.

Candidates attending for test are required to wear suitable clothing i.e. sports wear, which must include suitable footwear, i.e. training shoes.

If you know of any reason why you would be unable to undertake this test on the day, i.e. cold, flu etc., please contact us to make an alternative appointment.

FITNESS SCREENING

The Instructor is responsible for the safety of the candidate throughout the duration of the fitness screening programme. You must inform the Instructor if you feel unwell at any time.

Prior to commencing the fitness testing programme, a blood pressure measurement must be taken. Candidates' blood pressure must not exceed:

160 mmhg Systolic

100 mmhg Diastolic

Candidates whose blood pressure exceeds the above figures will not be permitted to commence the programme.

If at any time during the programme, the Instructor feels that as a result of continuing, the candidate is in danger of damaging their health, the programme must be terminated with immediate effect.

The decision of the Instructor is final.

Name of candidate: _____

BP recorded: _____

Date / time: _____

Obtained by (Instructor name): _____

Obtained by (Instructor signature): _____

PRE-TEST SCREENING QUESTIONNAIRE

BEFORE UNDERGOING THE FITNEES TEST, IT IS NECESSARY TO ANSWER THE FOLLOWING QUESTIONS:

- | | | | |
|----|---|-----|-----|
| 1. | Has your doctor said you have heart trouble? | YES | NO |
| 2. | Do you ever experience pains in your head and chest? | YES | NO |
| 3. | Has your doctor ever said your blood pressure was too high? | NO | YES |
| 4. | Do you ever feel faint, have spells of severe dizziness, or experience blackouts? | YES | NO |
| 5. | Has your doctor ever told you that you have a bone or joint problem such as arthritis, which has been aggravated by exercise, or might be made worse by exercise? | YES | NO |
| 6. | Do you suffer from any back or joint condition that would be aggravated by lifting moderately heavy weights, or completing a maximal lifting test? | NO | YES |
| 7. | Have you suffered from a cold or flu within the last week? | YES | NO |

- | | | | |
|-----|---|-----|-----|
| 8. | Do you have any respiratory problems such as Asthma or Bronchitis? | YES | NO |
| 9. | Are you, or have you recently been pregnant? | YES | NO |
| 10. | Are you presently taking any form of medication? If YES, please state. | NO | YES |
| 11. | Are there any other good physical reasons or conditions not mentioned previously, that would prevent you from participating in a submaximal graded exercise test? If YES, please state, | YES | NO |

Name: _____

Signature: _____

Date: _____

NATIONAL AMBULANCE FITNESS TEST

The objectives of the test are clearly stated

If you have any doubt about your ability to participate in this test, you must inform the Instructor immediately.

I, the undersigned, state that:

- a) I have, to the best of my knowledge, no current back injury, or any physical condition that renders me unable to complete this test.

- b) Should I experience difficulties during this exercise, I will inform the Instructor and abandon the test.

- c) Should the Instructor tell me to stop, I will do so immediately.

Name of Candidate: _____

Signature of Candidate: _____

Date: _____

NATIONAL AMBULANCE FITNESS TEST

Name: _____ Date: _____

Age : _____ YEARS

Max heart rate = 220 - _____ (Age in years) =

x 0.8 = 80% max heart rate
x 0.9 = 90% max heart rate –
must not exceed this

STAGE 1 1 = _____
2 =
3 =
4 =
5 =

STAGE 2 1 =
2 =
3 =

TEST COMPLETE: Successful Y **N**

Candidate Signature: _____


Instructor Signature: _____

Instructor Qualification: _____

Instructor Name & Organisation: _____

Date: _____

Document Check Form - Appendix 2

2017 Recruitment Document Checklist – PHEM CANDIDATES: Please complete the top section of this form and the declaration on the reverse		 Health Education England
Candidate Name		
Application Number		
Specialty & Level applied for	PHEM	
Resident Labour Market Test (RLMT) exempt? (Yes if you are a British Citizen or EEA National)	YES/NO?	
THIS SECTION IS TO BE COMPLETED BY A DOCUMENT CHECKER	Seen Original	X1 Copy
Registration and document checking/collection from candidates:		
Original passport plus 1 copy of the front cover, inside cover & signature/photograph page. Nationality: _____		
Original evidence of right to work in the UK (e.g. Biometric Card or Visa page in passport) plus 1 copy (Not British Citizen or EEA national) Please specify immigration status:		
Original proof of English Language proficiency (e.g. IELTS with score of 7.0 or above, letter from Consultant) plus 1 copy (Not British Citizen. Degree taught in English & UK/EEA National)		
Original current GMC proof of registration plus 1 copy		
Original primary qualification certificate (MBBS or equivalent medical degree) plus 1 copy		
Original postgraduate qualification/membership exam certificates plus 1 copy		
Original current Advanced Life Support (ALS), Advanced Trauma Life Support (ATLS) and Advanced Paediatric Life Support (APLS) certificates plus 1 copy		
IBTPHEM OOP Form (Emergency Medicine & Acute Medicine applicants – other specialties if needed)		
Copy of Fitness Test Certificate		
Original proof of address plus 1 copy		
<ul style="list-style-type: none"> ❖ Applicant to check and sign print off of application form ❖ Applicant to read and sign declaration on reverse of this form 	Staff prompts	
Missing Document Form issued? YES/NO	Deadline for receipt of paperwork: 5 working days	
Document Checker Signature:		
Document Checker Name:		

Applicant Declaration

I confirm that I have completed this application by myself, fairly and honestly, without significant help or input from other sources. I understand that my application form will be checked in accordance with GMC Good Medical Practice 2006 (paras 63 - 65). If it is subsequently discovered that any statement is false, misleading or copied from another source, or that I have withheld relevant information, my application may be disqualified and/or my employment terminated. This may result in a referral to the General Medical Council or other relevant professional body.

Having been allocated to a training opportunity, any subsequent contract of employment will be subject to satisfactory pre-employment checks and subject to the information provided on my application form or any related documents being correct. Pre-employment checks will be carried out to review and confirm the details of my application.

I understand that the information I have provided may be used by recruiting officers in post graduate deaneries/LETBs and employing organisations to progress my application for a training opportunity; however key personal information, including monitoring data, will not be made available to shortlisting or interview selection panels. I understand that the data will be recorded and processed on secure information technology systems by authorised recruiting staff in order to process and monitor appointments as well as to produce aggregated recruitment statistics. Postgraduate deaneries/LETBs may share information with other deaneries/LETBs and other organisations involved in the planning, management and delivery of training. I consent to the recording and processing of personal data in this way in accordance with the Data Protection Act 1998.

In signing this agreement I consent to my result for this examination being shared with Deaneries upon release and understand that this data will be treated in strict confidence and used only for the purpose of assisting the recruitment process for specialty training.

In signing this agreement you are giving consent for the relevant Royal College, where required, to supply us with details of your results surrounding your membership exams before the commencement of your start date.

I understand how the offers upgrade system works as described on the website.

I confirm there have been no changes to criminal convictions or fitness to practise since the submission of my application form **(if any relevant changes have occurred it is your responsibility to alert a document checker)**.

I agree to the above declaration.

Signature of Applicant :		Date:
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Information provided on the Oriel system will be held in confidence and used only in connection with recruitment to the post for which the applicant has applied. Records of all unsuccessful applications are kept for a period of 1 year from the date that an appointment decision is notified, together with brief notes, for monitoring purposes.