

The Applicants Guide for Pre-Hospital Emergency Medicine

Recruitment for posts commencing August 2019 & February 2020

Introduction

Pre-Hospital Emergency Medicine (PHEM) is a General Medical Council approved sub-specialty of 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 across the UK approved by the Intercollegiate Board for Training in Pre-hospital Emergency Medicine (IBTPHEM).

The IBTPHEM Curriculum and Assessment System Guide available on the IBTPHEM [website](#) gives full details of PHEM subspecialty training, and all interested are encouraged to read it.

PHEM sub-specialty training is a 12 month whole-time equivalent (WTE) training in an approved training programme starting at ST5 or above, including post-CCT. Training programmes are offered as one of 3 schemes :-

- Scheme A – blended training – 12 months of PHEM blended with 12 months of parent specialty training, giving a 24month programme. This is the preferred training programme. It usually involves repeating blocks of 2-3 weeks PHEM followed by 2-3 weeks parent specialty. Please see the details of each area programme as these do differ. Time in your parent specialty counts towards your training.
- Scheme B – 6 month rotating blocks of PHEM and your parent specialty over 24 months. Time in your parent specialty counts towards your training.
- Scheme C – full time PHEM training for 12 months.

Within each scheme, training is divided into 3 phases – 1a (1month WTE, Initial), 1b (5months WTE, Developmental) and 2 (6 months WTE, Consolidation). There are National Summative Assessments at the end of phase 1 (the Diploma in Immediate Medical Care) and phase 2 (the Fellowship in Immediate Medical Care).

PHEM Recruitment Timeline 2019/2020

8 September	Advert to appear
27 September	Applications open
11 October (noon)	Applications close
15 November	Selection Centre
w/c 20 November	Offers sent out

Recruitment

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 is 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.

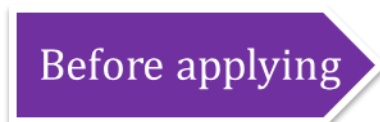
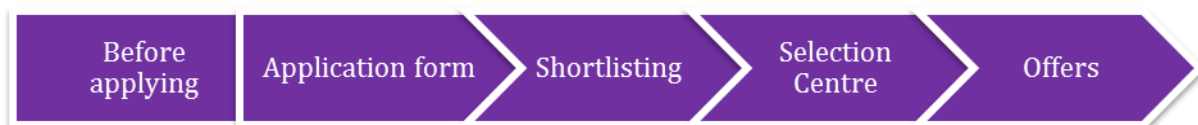
PHEM sub-specialty training may be considered part of your specialty training or 'Out of Programme' (OOP).

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.



Exploring PHEM Training

You are strongly encouraged to find out as much as possible about PHEM training in the years prior to application. Talk to current PHEM trainees (through your local training programme or the PHEM Trainees Association), arrange an observer shift with a training unit, speak to Consultants involved in PHEM training programmes, and read carefully about the different training programmes – details on the IBTPHEM website (www.ibtphem.org.uk). You may never have been exposed to PHEM practice in your undergraduate or postgraduate training, and it may be different to your expectations.

Eligibility Requirements

Please ensure that you meet the eligibility requirements as detailed in the IBTPHEM Person Specification. This includes (as essential requirements) : -

MBBS or equivalent 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
Holds full registration with the GMC at time of appointment and holds a current licence to practice	Applicants who are not fully registered with UK GMC will not be considered. All doctors must also hold a valid licence to practice from the UK GMC
Holds a National Training Number in a parent specialty OR Holds CCT in a parent specialty	Holds a National Training Number in Anaesthesia, Emergency Medicine, Intensive Care Medicine or Acute Medicine OR Holds CCT in one of these specialties
Qualifications – hold appropriate parent specialty qualification	At time of application – Acute Medicine applicants – MRCP or equivalent Anaesthetic applicants – FRCA primary Emergency Medicine applicants – MRCEM or FRCEM intermediate Intensive Care Medicine applicants – Stage 1 of ICM curriculum
Clinical Experience	<i>For anaesthetic and emergency medicine applicants</i> - 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 <i>For Acute Medicine and Intensive Care Medicine applicants</i> 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 prior to starting training
Health Requirement	Must have a fitness level consistent with the ability to perform a full range of Pre-Hospital duties – see appendix 1 for details of the IBTPHEM fitness test.
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.
Provider status in ATLS, ALS and APLS at time of application	Has up to date Provider or Instructor status in ALS, ATLS and APLS (or equivalent). We will only accept the following equivalent qualifications -: ALS = ACLS; ATLS = European Trauma Course (ETC); APLS = EPALS

Fitness Test

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 recruitment.eoe@hee.nhs.uk. This evidence must be received by the date of 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.

Overseas Experience

Experience gained in positions overseas may be counted towards the eligibility criteria if it meets our criteria. Guidance can be downloaded from the PHEM page on our [website](#)

A purple arrow-shaped button pointing to the right with the text "Application form" in white.

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. 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.***

Documents to upload to your application form prior to submission

To save candidates having to bring copies of documents with them to the Selection Centre we would like you to upload them into your application form at the time of submitting the form. You will still be required to bring the original documents with you should you be successful in being invited to Selection Centre. Please refer to the "2019 Recruitment Document Checklist – PHEM" at the end of this guide for further information. All documents can be uploaded and we will check the originals with you on the day.

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.

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

Choosing a Training Programme

You will be asked to rank your geographical preferences of training programme in ranked order on Oriel. You are advised to read very carefully the information pages from the different PHEM programmes before making your choice and contact the relevant TPDs for further information. These are on the IBTPHEM and HEE recruitment websites.

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. Please ensure you only rank the posts relevant to your base specialty.

Shortlisting

All completed submitted applications made via Oriel prior to the closing date and time will be reviewed in 2 stages :-

1. Longlisting – a review of the ‘essential’ criteria by the recruitment team. If you are unable to demonstrate clearly meeting these criteria in the person specification, your application will not proceed to the next stage and you will be informed by email.
2. Shortlisting – a review of the entire application by a number of appointed PHEM Consultants from around the UK, looking at the quality of evidence meeting all criteria in the person specification. The scoring system for this is openly available and given below. A minimum combined score of the shortlisting panel will allow progression of your application to the National Selection Centre. The National Recruitment Lead will oversee this process.

If you are unsuccessful at either of these stages, feedback can be obtained by contacting the recruitment team by email.

The Selection Centre

Applicants will be notified if they are invited to the Selection Centre via e-mail and will be able to book their Selection Centre place using the on-line application system.

Venue

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

Parking is limited at the venue, so 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.

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.

You are required to bring your Personal Portfolio. The panel would like to see **selected items only** 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 Oriol 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

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.



Offers

If you have satisfactorily demonstrated all the competences that are being assessed, you will be awarded a score based on your performance at the Selection Centre. 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 Oriel 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 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 (NHS Trust) 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.

Feedback

Feedback will only be provided on request. If you would like feedback on the outcome of your application form (shortlisted or after Selection Centre) please email your request to Trina Braddick trina.braddick@hee.nhs.uk between 15 November and 15 December 2018. Requests received outside of this date will not be processed.

Fitness Test

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 gear, 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 FITNESS 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? | YES | NO |
| 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? | YES | NO |
| 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. | YES | NO |
| 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: _____

IBTPHEM 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: _____

IBTPHEM 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

Heart rates measured at each point :-

STAGE 1	1	=	<input type="text"/>	STAGE 2	1	=	<input type="text"/>
	2	=	<input type="text"/>		2	=	<input type="text"/>
	3	=	<input type="text"/>		3	=	<input type="text"/>
	4	=	<input type="text"/>				
	5	=	<input type="text"/>				

TEST COMPLETE: Successful Y **N**

Candidate Signature: _____

Instructor Signature: _____

Instructor Qualification: _____

Instructor Name & Organisation: _____

Date: _____

2019 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 copy	X1 Copy
Registration and confirmation of receipt of documents		
Original passport plus 1 copy of the front cover, inside cover & signature/photograph page. Nationality: _____		Uploaded on submitting application
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:		Uploaded on submitting application
Current GMC proof of registration	Checked by recruitment	Recruitment to provide
Original primary qualification certificate (MBBS or equivalent medical degree)		Uploaded on submitting application
Original postgraduate qualification/membership exam certificates		Uploaded on submitting application
Original current Advanced Life Support (ALS), ATLS and APLS certificates plus 1 copy of each or proof of booking if expired since application submission		Uploaded on submitting application
IBTPHEM OOP Form (Emergency Medicine & Acute Medicine applicants – other specialties if needed)	N/A	Uploaded on submitting application
Copy of Fitness Test Certificate		Uploaded to application prior to Selection Centre
❖ Applicant to read and sign declaration on reverse of this form	Staff prompts	
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 relevant UK and European data protection legislation (including GDPR).

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.