

Appendix E

Entry into Subspecialty Training

E.1 It is recommended that trainees who are interested in PHEM, but who have had little previous exposure to the subspecialty, consult their nearest PHEM Training Programme Director (TPD) for details of opportunities to observe PHEM services or otherwise gain some experience of the operational environment and clinical practice. Details of approved subspecialty training programmes in PHEM can be obtained from the IBTPHEM at:

www.ibtphem.org.uk

E.2 Subspecialty training in PHEM may be undertaken before or after completion of a base specialty training programme and the award of a Certificate of Completion of Training (CCT). For trainees who are pre-CCT, the earliest that PHEM training can commence is after successful completion of the fourth year of specialty training (ST4). Base specialties may have different entry points beyond this in order for PHEM subspecialty training to dovetail most effectively with base specialty training.

E.3 Those with a CCT in either Emergency Medicine, Anaesthetics or Intensive Care Medicine, who meet the person specification will be able to apply competitively for a PHEM post. Trainees on this pathway are likely to undertake 12 months' full-time training (scheme C).

E.4 Recruitment to PHEM subspecialty training is undertaken through a national recruitment scheme. The scheme recognises that not all regions currently deliver subspecialty training and aims to:

- a) provide equity of access to all approved training programmes
- b) foster fair, criterion-referenced and competitive entry into posts
- c) support quality assurance of training programmes
- d) guide workforce development and planning

E.5 The IBTPHEM has asked Health Education East of England to act as the coordinating body for national recruitment to PHEM subspecialty training, until such

time as an independent specialty and subspecialty National Recruitment Office is formed. The coordinating body will undertake all aspects of the recruitment process including advertising, application-handling, assessment and matching of successful candidates to posts.

E.6 The principle of national recruitment is that any PHEM service provider which meets, either alone or in partnership, the criteria and standards for local education providers (LEPs), may become an LEP within a deanery training programme. Any approved LEP can then offer training posts to the deanery programme for inclusion in the national PHEM recruitment scheme.

E.7 National recruitment occurs annually, according to the timetable outlined in table E.1.

E.8 A detailed description of all declared national scheme posts within approved training programmes will be available to all applicants. Postgraduate Deans, Heads of Schools, and PHEM TPDs will be provided with copies of any adverts and programme/post descriptions, so that all will be fully aware of the commencement of recruitment.

Table E.1 National recruitment process timetable outline.

Month	Process
August	PHEM TPDs and deaneries declare the number of posts they have available for appointment in the next recruiting cycle.
October	Standard adverts are published on the NHS jobs and IBTPHEM websites. Deaneries may also advertise on their websites.
October/November	Long-listing and short-listing
November/December	Selection and matching process
August/February	Successful applicants commence training

E.9 Applications are made online using software already widely used in postgraduate training and a standardised application form based upon the national higher specialty trainee template. Applicants are asked to rank in order of preference all training programmes and posts for which they are willing to be considered. It is possible that on completion of the recruitment process, a successful candidate’s preferences cannot be accommodated due to them already being filled by higher ranking candidates. Applicants should be aware that they will not be offered a post, for which they have not expressed a preference in their original application.

E.10 Long-listing is undertaken by the coordinating body, based on the person specification and confirmation of eligibility to commence subspecialty training. In summary:

- a) The earliest **application** for pre-CCT training is during ST4
- b) The earliest **commencement** of PHEM subspecialty training is after ST4

- c) Applicants must have been awarded a base specialty NTN or CCT/CESR for an approved base specialty
- d) Applicants must have the appropriate examinations required by their base specialty prior to commencing PHEM subspecialty training
- e) Entry is conditional on successful ST4 ARCP

E.11 Short-listing is undertaken using established processes and a short-listing panel, which includes IBTPHEM and LEP representatives. All successfully shortlisted candidates are then invited to a selection centre. The selection process is confirmed in detail by the coordinating body, and typically lasts thirty minutes and comprises a number of stations (e.g. general interview, patient scenario and communication/team resource management).

E.12 The selection centre operates according to standard national recruitment processes. Candidates are scored using a standard framework. Appointable candidates are ranked in order of merit. Once the final ranking is confirmed, coordinating body staff complete the matching process using the candidates' previously declared preferences. For all appointable candidates, offers are based on firstly where the candidate is ranked and then the candidate's preference (i.e. the top-ranked candidate is matched to their first-choice post, the second-ranked candidate if possible is matched to their first-choice post, unless it has already been filled, etc.).

E.13 Once offers are accepted, details of applicants will be passed on to the respective deanery, who will take over all correspondence. The coordinating body will provide further detailed guidance regarding the recruitment scheme.

E.14 The advantage of a national recruitment scheme is that it allows trainees, who wish to subspecialise in PHEM, to apply in open competition for the programmes available nationally. If successful through shortlisting and selection, candidates are then matched to training programmes, based on the maximum posts available and the candidates' post preferences in rank order. The scheme therefore enables the subspecialty to ensure that the appropriate numbers of trainees are being trained.

E.15 Full recruitment information, including the national person specification and other guidance is available from the following Health Education East of England and IBTPHEM websites:

heeo.ee.nhs.uk/recruitment/pre-hospital-emergency-medicine-phem
www.ibtphem.org.uk

