

# Regulation F

## Diploma of Pre-Hospital and Retrieval Medicine Training Program

Australian College of  
Rural & Remote Medicine  
WORLD LEADERS IN RURAL PRACTICE



**RACGP**  
Royal Australian College of General Practitioners

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## Revision History

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Version	Date	Pages revised / Brief Explanation of Revision
v1	Dec-2019	Approved by Board
v2	Feb-2020	F2.3.1: amendment to clarify consideration for removal F2.4.1: amendment to include failure to maintain registration F2.5: approved by Board, with consequential renumbering
v3	Oct-2020	F1.3: amendments to medical registration requirements F1.6, F3.2.2, F3.3.1: amendments to clarify assessment requirements F1.7.3: approved by Board F2.1.1: amendments to clarify minimum placement duration requirements F2.6.2: approved by Board F4: amendments to examination requirements
v4	Dec-2020	F1.1.3: approved by Board F1.4: amendments to clarify requirement for payment of training fee
v5	Jun-2021	F2.1.1.1, F2.1.1.3: amendment to clarify requirement for undertaking active PHRM missions and the requirements for such missions

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## **F1 General Requirements of the Diploma of Pre-Hospital and Retrieval Medicine Training Program**

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### **F1.1 Eligibility for the Diploma of Pre-Hospital and Retrieval Medicine**

- F1.1.1 To be eligible to enrol as a trainee in the Diploma of Pre-Hospital and Retrieval Medicine (DipPHRM) Training Program, medical practitioners must, at the time of application, hold appropriate registration with the relevant regulatory body as applicable for the jurisdiction in which they are intending to train with no suspension, condition, restriction or undertaking imposed that limits their ability to complete the requirements of the DipPHRM Training Program.
- F1.1.2 To be eligible to commence the DipPHRM Training Program, medical practitioners must:
- (a) provide evidence of a confirmed training position at a site accredited by the Conjoint Committee of Pre-Hospital and Retrieval Medicine (CCPHRM) for DipPHRM training; and
  - (b) meet at least one of the following:
    - be a Fellow of ACEM (FACEM) or enrolled in the ACEM specialist training program and have not more than 18 months of required training to complete in order to be eligible to attain FACEM;
    - be a Fellow of ACRRM (FACRRM) or enrolled in the ACRRM specialist training program and have not more than 18 months of required training to complete in order to be eligible to attain FACRRM;
    - be a Fellow of ANZCA (FANZCA) or enrolled in the ANZCA specialist training program and have not more than 18 months of required training to complete in order to be eligible to attain FANZCA;
    - be a Fellow of CICM (FCICM) or enrolled in the CICM specialist training program and have not more than 18 months of required training to complete in order to be eligible to attain FCICM;
    - be a Fellow of RACGP (FRACGP) or enrolled in the Australian General Practice training program and have not more than 18 months of required training to complete in order to be eligible to attain FRACGP.
- F1.1.3 Individuals who otherwise meet all eligibility requirements other than F1.1.2(b) may apply to the CCPHRM under the College's *Exceptional Circumstances and Special Consideration Policy* for consideration on a case-by-case basis for permission to enrol in the DipPHRM Training Program.

### **F1.2 Enrolment as a Trainee**

- F1.2.1 Applications to enrol in the DipPHRM Training Program must be made using the prescribed application form and include all required documentation as specified on that form, together with payment of the applicable fee.
- F1.2.2 Incomplete applications will not be considered.

### **F1.3 Medical Registration**

- F1.3.1 Except as specified elsewhere in these Regulations, at all times while undertaking the DipPHRM Training Program, trainees are required to hold:
- (a) specialist or general registration with the Medical Board of Australia (MBA) – for trainees in Australia;
  - (b) Vocational or General scope registration with the Medical Council of New Zealand (MCNZ) – for trainees in New Zealand; or
  - (c) appropriate registration with the relevant regulatory body as applicable for the jurisdiction in which they will be undertaking the DipPHRM Training Program to enable them to undertake medical practice necessary to complete the requirements of the DipPHRM.
- F1.3.2 Trainees enrolled in the DipPHRM Training Program and who undertake a temporary absence from medical practice (e.g. maternity or parental leave) may, for the purposes of Regulation F1.3.1, hold non-practising

registration with the MBA or the MCNZ as applicable for the duration of that absence from medical practice.

- F1.3.3 Trainees are required to notify ACEM within five (5) working days if their medical registration with the MBA, MCNZ or other authority as applicable expires; or within five (5) working days of the date of notification if, for any reason, their medical registration is withdrawn, suspended or conditions are imposed, or if they receive notice of any complaint to any medical registration authority, or if their medical registration changes in any way so as to limit their ability to undertake the requirements of the DipPHRM Training Program.

## **F1.4 Training Program Fees**

- F1.4.1 Except as provided for elsewhere in these regulations, all DipPHRM Training Program trainees, regardless of whether training full-time or part-time, must pay the DipPHRM Training Program fee at the time of enrolling in the program.
- F1.4.2 DipPHRM trainees will not be eligible to attempt DipPHRM assessments and will not have their training time considered for certification nor receive their DipPHRM qualification while the training fee or any other amounts owing to ACEM remain unpaid.

## **F1.5 Trainee Agreement**

- F1.5.1 Applicants enrolling into the DipPHRM Training Program are required to complete and submit the Trainee Agreement as part of the enrolment process.
- F1.5.2 Save as outlined elsewhere in these regulations, all trainees enrolled in the DipPHRM Training Program, regardless of stage of training or Fellowship status, are required to indicate their understanding and acceptance of the Trainee Agreement on an annual basis.
- F1.5.3 Trainees required to complete the Trainee Agreement who, having been advised, in writing, of the requirement on three occasions, and the consequence of failing to do so, will be considered for possible removal from the DipPHRM Training Program.

## **F1.6 Satisfactory Completion of the DipPHRM Training Program**

- F1.6.1 Trainees who successfully complete the DipPHRM Training Program will have satisfactorily completed the following requirements within three (3) years of the date of commencement of training:
- F1.6.1.1 six (6) FTE months of prospectively approved supervised training at a CCPHRM-accredited training site; and
- F1.6.1.2 the following Workplace-based Assessments:
- (a) Training Supervisor Reports (SR) every three (3) calendar months;
  - (b) four (4) Multi-source Feedback Reports (MSF);
  - (c) two (2) Mission Assessments (MA);
  - (d) four (4) Direct Observation of Technical Skills (DOTS);
  - (e) three (3) Direct Observation of Procedural Skills (DOPS); and
  - (f) three (3) Case-based Discussions (CbD); and
- F1.6.1.3 a Task Logbook of all tasks completed during a training placement(s);
- F1.6.1.4 the DipPHRM Written Examination; and
- F1.6.1.5 any other requirements as prescribed.
- F1.6.2 DipPHRM trainees are required to maintain a Task Logbook of all tasks completed during a training placement(s).

## **F1.7 Timeframe for Completion of the DipPHRM Training Program**

- F1.7.1 Trainees must complete all requirements of the DipPHRM Training Program and be eligible for election to membership of ACEM as a PHRM Diplomate within three (3) years of the date of enrolment as a DipPHRM trainee. This three-year period is inclusive of all leave taken and any periods of interrupted training.
- F1.7.2 Where, pursuant to the applicable College policy(ies), Recognition of Prior Learning (RPL) is granted for a specified number of FTE months of training, the maximum duration permitted under Regulation F1.7.1 for completion of the DipPHRM training program shall be reduced by the corresponding number of FTE months for which RPL was granted.
- F1.7.3 Where, pursuant to the applicable College policy(ies), Recognition of Prior Experience (RPE) is granted, the maximum duration permitted under Regulation F1.7.1 for satisfactory completion of the DipPHRM Written Examination and any other requirements as applicable shall be reduced by the minimum training placement requirement of six (6) FTE months.

## **F2 DipPHRM Training**

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### **F2.1 DipPHRM Training**

#### **F2.1.1 Training Requirements**

F2.1.1.1 Trainees must complete six (6) FTE months of prospectively approved supervised training undertaking active PHRM missions at a CCPHRM-accredited training site and gain experience in both pre-hospital and retrieval medicine.

F2.1.1.2 For the purposes of Regulation F2.1.1.1, and subject to minimum placement duration requirements, a trainee may gain the required experience in one of the following ways:

- a placement(s) at a site that has full DipPHRM training accreditation; or
- through a combination of placements at a site(s) accredited for the pre-hospital component of DipPHRM training and at a site(s) accredited for the retrieval component of DipPHRM training; or
- through a combination of placements at a site(s) that has full DipPHRM training accreditation and at a site(s) accredited for either the pre-hospital component of DipPHRM training or a site(s) accredited for the retrieval component of DipPHRM training.

F2.1.1.3 For the purposes of Regulation F2.1.1.1:

- (a) a 1.0 FTE load comprises a minimum of 38 hours per week; and
- (b) active PHRM missions must involve co-located direct patient contact and management.

F2.1.1.4 Training may be undertaken on either a full-time or a part-time basis. Any changes to a trainee's FTE status must be notified to ACEM.

F2.1.1.5 With the prior approval of ACEM, training may be undertaken in blocks of not less than three (3) FTE months. Trainees who complete the required six (6) FTE months of training in blocks of training must also remain within the maximum limits allowed for completion of all requirements of the DipPHRM Training Program.

#### **F2.1.2 Part-Time Training**

F2.1.2.1 DipPHRM training may be undertaken on either a full-time or part-time basis, as the trainee may choose; ACEM approval to work part-time is not required.

F2.1.2.2 Part-time training must meet minimum placement duration requirements and be undertaken at a minimum of 0.25 FTE of the full-time position. Part-time training of less than 0.25 FTE will not be considered for certification.

F2.1.2.3 DipPHRM trainees who are concurrently completing training with their 'parent' college are responsible for ensuring any part-time DipPHRM training meets the requirements of that specialist program.

F2.1.2.4 Trainees who train part-time must also remain within the maximum limits allowed for completion of all requirements of the DipPHRM Training Program as a whole.

#### **F2.1.3 Leave from Training**

F2.1.3.1 Trainees training full-time are permitted up to three (3) weeks' leave per six (6) FTE month training period.

F2.1.3.2 Where the length of any individual placement meets minimum training requirements, trainees training part-time have pro-rata leave entitlements.

F2.1.3.3 Periods of leave greater than that permitted under Regulation F2.1.3.1 require the prospective approval of the CCPHRM. Any such application must be submitted using the applicable form and received by the CCPHRM not less than two (2) weeks prior to the date of commencement of the proposed period of leave.

## **F2.2 Primary Supervisor**

F2.2.1 Trainees must be supervised by either:

- a Fellow of the Australasian College for Emergency Medicine;
- a Fellow of the Australian College for Rural and Remote Medicine;
- a Fellow of the Australian and New Zealand College of Anaesthetists;
- a Fellow of the College of Intensive Care Medicine; or
- a Fellow of the Royal Australian College of General Practitioners

who has satisfactorily completed a CCPHRM-approved clinical supervision course.

F2.2.2 The training supervisor must:

- be in good standing with their 'parent' College;
- be at least three (3) years post-Fellowship;
- have demonstrated experience and expertise in PHRM;
- be currently undertaking clinical work (0.25 FTE or greater) within a CCPHRM-accredited training site;
- have a thorough understanding of the requirements of the DipPHRM Training Program;
- be able to meet regularly with the trainee to review the trainee's assessment, discuss cases and the trainee's progress; and
- be approved by the CCPHRM to act as a Training Supervisor.

F2.2.3 The Training Supervisor must not be the Director of the service at which a trainee is undertaking training.

## **F2.3 Removal from the DipPHRM Training Program**

F2.3.1 Unless the CCPHRM accepts that there are exceptional circumstances that warrant a granting of special consideration, a trainee will be considered for removal from the DipPHRM Training Program if they:

- (a) fail to complete the requirements of the DipPHRM Training Program within the maximum allowable three-year timeframe or their circumstances in the training program become such that they reach a point where it is not possible under these regulations for the requirements to be completed within the specified timeframe;
- (b) fail to pay all applicable fees by the date on which they are due and/or any associated late payment fees or portions thereof remain outstanding within three (3) months of the date on which the original fee was due;
- (c) fail to maintain medical registration in accordance with Regulation F1.3;
- (d) fail to comply with any Regulation(s) or Policy(ies) relating to the DipPHRM Training Program, having been advised in writing by the College on three (3) separate occasions of the requirement, any associated deadline(s) and that failure to comply will result in consideration for removal from the training program;
- (e) do not pass the Written Examination within the maximum three (3) attempts;
- (f) engage in conduct contrary or derogatory to or inconsistent with the principles, ethics, dignity, standards or purposes of the CCPHRM, in which case the matter shall be dealt with by the ACEM Board.

F2.3.2 At least 28 days prior to the meeting of the CCPHRM at which a trainee is to be considered for removal from the DipPHRM Training Program, they will be informed in writing and advised:

- of the ground(s) on which they may be removed from the DipPHRM Training Program;
- the date on which their removal from the DipPHRM Training Program is to be considered;
- that they are entitled to provide a written submission for consideration of any exceptional



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circumstances (as described in ACEM's *Exceptional Circumstances and Special Consideration Policy*), but that they are not entitled to attend in person or through a representative; and

- that any information they wish to have considered by the CCPHRM should be provided in writing to the CCPHRM not less than 14 days prior to the meeting at which their removal from the DipPHRM Training Program is to be considered.

F2.3.3 The CCPHRM may make one of the following decisions:

- (a) That, on the basis of the materials presented to it, the trainee be permitted to remain in the DipPHRM Training Program and the revised timeframe in which they are required to complete the requirements of this pathway.
- (b) That, on the basis of the materials presented to it, the trainee be removed from the DipPHRM Training Program.

## F2.4 Suspension from Training

F2.4.1 Unless the ACEM Board or CCPHRM, in their absolute discretion, resolve otherwise, a trainee whose medical registration is suspended for any reason, or has conditions applied that restricts their ability to undertake fully the requirements of the DipPHRM Training Program, or who fail, for whatever reason, to maintain registration with the MBA, MCNZ or other relevant regulatory body as applicable in accordance with these regulations, shall automatically be suspended from the DipPHRM Training Program, and shall not:

- (a) be entitled to undertake any assessment associated with the DipPHRM Training Program;
- (b) be entitled to accrue or be credited with any training undertaken during the period of suspension from the DipPHRM Training Program;
- (c) hold themselves to be a trainee of the DipPHRM Training Program; or
- (d) be entitled to any benefits or entitlements under the DipPHRM Training Program.

F2.4.2 The ACEM Board or CCPHRM may by resolution and upon an application by the trainee, lift a trainee's suspension from the DipPHRM Training Program with or without the payment of a further fee and subject to any conditions imposed by the Board or ACEM as applicable.

F2.4.3 The length of any suspension pursuant to this regulation shall not affect the timeframe for completion of the DipPHRM Training Program as outlined elsewhere in these regulations and that period of suspension shall not, unless the ACEM Board or CCPHRM resolves otherwise, be considered as an interruption to training.

F2.4.4 Any trainee who is suspended from the DipPHRM Training Program pursuant to this regulation may, during the period of their suspension, also be subject to consideration by the ACEM Complaints Committee or other ACEM body pursuant to College regulations and policies.

## F2.5 Termination of Training

F2.5.1 A trainee who has their medical registration terminated or cancelled by a regulatory body empowered to do so, shall automatically be removed from the DipPHRM Training Program. Any removal from the DipPHRM Training Program pursuant to this regulation shall not be subject to reconsideration, review or appeal under ACEM processes.

## F2.6 Recognition of Prior Learning and Exemption

### F2.6.1 Recognition of Prior Learning

F2.6.1.1 Subject to maximum training and assessment requirements, Recognition of Prior Learning (RPL) may be granted for part or all of the DipPHRM training requirements and/or Workplace-based Assessment requirements as applicable, where the trainee:

- (a) has previously completed a structured education program in pre-hospital and/or retrieval medicine; or
- (b) wishes to transfer from a recognised PHRM training program to the DipPHRM.

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F2.6.1.2 Applications for RPL must be made in accordance with the *DipPHRM Policy on the Recognition of Prior Learning*.

## **F2.6.2 Recognition of Prior Experience**

F2.6.2.1 Recognition of Prior Experience (RPE) may be granted for all of the DipPHRM training requirements and Workplace-based Assessment requirements as applicable, where the applicant has demonstrated PHRM experience at a consultant level.

F2.6.2.2 Applications for RPE must be made in accordance with the *DipPHRM Policy on the Recognition of Prior Experience*.

## **F3 Assessment of DipPHRM Training**

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### **F3.1 General Provisions**

F3.1.1 Except as provided for elsewhere in these Regulations, all trainees, irrespective of their status in the DipPHRM Training Program, are required to complete all assessment requirements by the applicable due date for every placement undertaken, whether or not that placement is certified towards completion of training requirements.

### **F3.2 Types of Assessment**

F3.2.1 Satisfactory completion of the DipPHRM Training Program requires completion of all prescribed assessments, including:

- (a) Workplace-based Assessments;
- (b) DipPHRM Written Examination;
- (c) Task Logbook

F3.2.2 All assessments are to be made relative to the standards and learning outcomes set out in the DipPHRM Curriculum.

### **F3.3 Workplace-based Assessments**

F3.3.1 Satisfactory completion of the DipPHRM Training Program requires trainees to satisfactorily complete the following Workplace-based Assessments (WBAs):

- Training Supervisor Reports (TSR) every three (3) calendar months;
- two (2) Mission Assessments (MA);
- three (3) Case-based Discussions (CbD);
- three (3) Direct Observation of Procedural Skills (DOPS);
- four (4) Direct Observation of Technical Skills (DOTS); and
- four (4) Multi-source Feedback (MSF).

F3.3.2 WBAs may be assessed by a Fellow of ACEM, ACRRM, ANZCA, CICM or RACGP, regardless of a trainee's 'parent' college, or other individuals as specified on an individual WBA form.

F3.3.3 An assessment is not considered to be 'completed' until all parts of the assessment process have been properly fulfilled, the assessment has been submitted to the CCPHRM by the relevant due date and the approved CCPHRM delegate has advised the trainee that the requirements of the assessment have been satisfactorily met.

## **F4 DipPHRM Examinations**

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### **F4.1 General Provisions**

- F4.1.1 Except where otherwise stated, the provisions of this Regulation F4 apply equally to all DipPHRM examinations.
- F4.1.2 The presence of an observer (whether a FACEM or otherwise) at any DipPHRM examination requires prior approval of the ACEM Council of Education and the CCPHRM.

### **F4.1.3 Attempts**

- F4.1.3.1 The maximum number of attempts at the DipPHRM Written Examination is three (3).

### **F4.1.4 Eligibility**

- F4.1.4.1 All candidates must be able to demonstrate, on each occasion they attempt an examination, that they meet all eligibility requirements (both standard and examination-specific) by the date specified by ACEM for the relevant examination.
- F4.1.4.2 All candidates in all examinations must:
- (a) be a registered DipPHRM trainee;
  - (b) have no financial debts to ACEM;
  - (c) have a satisfactory statement of attainment; and
  - (d) have met all specific eligibility requirements for the relevant examination as outlined below.
- F4.1.4.3 The eligibility of a candidate to attempt an examination may be revoked by the CCPHRM where the candidate no longer meets any of the standard or specific eligibility requirements prior to the examination being conducted.

### **F4.1.5 Applications**

- F4.1.5.1 Applications to attempt any examination must be made on the appropriate prescribed form and must be accompanied by:
- (a) payment of the prescribed examination fee, and
  - (b) any other documentation specified on the application form.
- F4.1.5.2 Candidates are required to submit a new application for each attempt they make at an examination.
- F4.1.5.3 Applications must reach ACEM by close of business on the date specified on the application form for the relevant examination. If the closing date falls on a public holiday, applications must reach the College by close of business on the previous workday.

### **F4.1.6 Withdrawal**

- F4.1.6.1 Candidates withdrawing from any examination must notify ACEM in writing on the prescribed form. Verbal notification will not be accepted.
- F4.1.6.2 To the extent permitted by the ACEM Refund Policy, examination fees may be refunded to applicants who withdraw from an examination. Any application for refund of examination fees must be made in writing in accordance with the provisions of that policy.

### **F4.1.7 Exclusion from examinations**

- F4.1.7.1 Candidates who arrive 30 minutes or more after the scheduled starting time of an online examination may be excluded from the examination.

## **F4.2 DipPHRM Written Examination**

### **F4.2.1 Eligibility**

F4.2.1.1 For the purposes of Regulation F4.14.2(d), candidates for the DipPHRM Written Examination must:

- (a) have commenced a PHRM placement at a site that has full DipPHRM training accreditation; or
- (b) if seeking to complete the requirements of Regulation F2.1.1 through a combination of placements at sites accredited for the pre-hospital component of DipPHRM training and/or the retrieval component of DipPHRM training a full and/or full DipPHRM training accreditation, have completed one three (3) FTE month placement and commenced their remaining placement.

F4.2.1.2 Subject to continuing to meet all eligibility requirements, candidates who are unsuccessful in an attempt at the DipPHRM Written Examination are able to apply to sit the next scheduled written examination.

### **F4.2.2 Examination Arrangements**

F4.2.2.1 The DipPHRM Written Examination is held twice per year on dates specified by ACEM and must be conducted at the candidate's current training site, or closest CCPHRM-accredited site under supervision arrangements approved by the CCPHRM.

F4.2.2.2 The CCPHRM reserves the right to approve or reject any proposed invigilator(s) for candidates in the examination.

## F5 Certification and Certification Fee

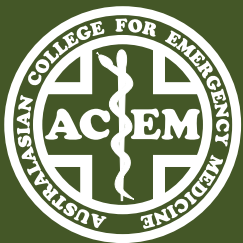
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- F5.1 To be eligible to apply for certification as a PHRM Diplomate, trainees must have satisfactorily completed the requirements outlined in Regulation F1.6.
- F5.2 It is the responsibility of the trainee to submit an application for DipPHRM certification to ACEM.
- F5.3 An application for admission to ACEM as a PHRM Diplomate must be made using the appropriate form, together with payment of the required fee. Applications for admission as a PHRM Diplomate will not be processed until the application fee has been processed.
- F5.4 Following approval by the CCPHRM and the Council of Education, the trainee will then be listed on the Register of PHRM Diplomates.

## F6 Recertification and Annual Subscription Fees

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Refer to Regulation E5.



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