

# Regulation F

## Associateship in 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

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
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v7	Jun-2022	F1.7, F2.1: amendments to clarify parental leave provisions
v8	Feb-2023	F2.4, F2.7 and F2.8: amendments to clarify provisions relating to suspension from training and applications for reinstatement
v9	Jun-2023	F1.5: amendments to provisions relating to Trainee Agreement F1.6, F2.3, F3.2, F4.1 and F4.3: amendments to provisions relating to DipPHRM Practical Examination F2.1.2.3: approved by Board F2.1.2: amendments to requirements for part-time training F2.2: amendments to Primary Supervisor provisions F3.3: amendments to provisions relating to Workplace-Based Assessments
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v11	Feb-2024	Amendments throughout to reflect the change in the training program title from Diploma of Pre-Hospital and Retrieval Medicine (DipPHRM) to Associateship in Pre-Hospital and Retrieval Medicine (A(PHRM))

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

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### **F1.1 Eligibility for the Associateship in Pre-Hospital and Retrieval Medicine**

- F1.1.1 To be eligible to enrol as a trainee in the Associateship in Pre-Hospital and Retrieval Medicine (A(PHRM)) 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 A(PHRM) Training Program.
- F1.1.2 To be eligible to commence the A(PHRM) 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 A(PHRM) 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 A(PHRM) Training Program.

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

- F1.2.1 Applications to enrol in the A(PHRM) 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 A(PHRM) 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 A(PHRM) Training Program to enable them to undertake medical practice necessary to complete the requirements of the A(PHRM).
- F1.3.2 Trainees enrolled in the A(PHRM) 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 A(PHRM) Training Program.

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

F1.4.1 Except as provided for elsewhere in these regulations, all A(PHRM) Training Program trainees, regardless of whether training full-time or part-time, must pay the A(PHRM) Training Program fee at the time of enrolling in the program.

F1.4.2 A(PHRM) trainees will not be eligible to attempt A(PHRM) assessments and will not have their training time considered for certification nor receive their A(PHRM) 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 A(PHRM) Training Program are required to complete and submit the Trainee Agreement as part of the enrolment process.

## **F1.6 Satisfactory Completion of the Associateship in Pre-Hospital and Retrieval Medicine Training Program**

F1.6.1 Trainees who successfully complete the A(PHRM) 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 (TSR) 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 A(PHRM) Written Examination;

F1.6.1.5 the A(PHRM) Practical Examination; and

F1.6.1.6 any other requirements as prescribed by the College.

F1.6.2 A(PHRM) trainees are required to maintain a Task Logbook of all tasks completed during a training placement(s).

## **F1.7 Timeframe for Completion of the Associateship in Pre-Hospital and Retrieval Medicine Training Program**

F1.7.1 Except as provided for elsewhere in these Regulations, trainees must complete all requirements of the A(PHRM) Training Program within three (3) years of the date of enrolment as a A(PHRM) trainee. This three-year period is inclusive of all leave taken and any periods of interrupted training.

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- 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 A(PHRM) 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 A(PHRM) Written Examination and any other requirements as applicable shall be reduced by the minimum training placement requirement of six (6) FTE months.

## **F2 Associateship in Pre-Hospital and Retrieval Medicine Training**

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### **F2.1 Associateship in Pre-Hospital and Retrieval Medicine 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 A(PHRM) training accreditation; or
- through a combination of placements at a site(s) accredited for the pre-hospital component of A(PHRM) training and at a site(s) accredited for the retrieval component of A(PHRM) training; or
- through a combination of placements at a site(s) that has full A(PHRM) training accreditation and at a site(s) accredited for either the pre-hospital component of A(PHRM) training or a site(s) accredited for the retrieval component of A(PHRM) 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 A(PHRM) Training Program.

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

F2.1.2.1 A(PHRM) 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 A(PHRM) trainees enrolled and undertaking the FACEM Training Program concurrently are required to maintain a 0.5 FTE as per the FACEM Training Program requirements (refer to Regulation G2.1.2.2).

F2.1.2.4 A(PHRM) trainees who are concurrently completing training with their 'parent' college are responsible for ensuring any part-time A(PHRM) training meets the requirements of that specialist program.

F2.1.2.5 Trainees who train part-time must also remain within the maximum limits allowed for completion of all requirements of the A(PHRM) Training Program as a whole.

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

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

- (b) Trainees may take additional period(s) of leave from training over that outlined in Regulation D1.7.3.1(a) where that leave is for the purpose of parental leave.

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 Except as provided for elsewhere in these Regulations, 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.

F2.1.3.4 Trainees who seek to take leave from training for the purposes of parental leave are required to provide documentation to the satisfaction of the CCPHRM that clearly sets out the dates of their parental leave and will have their training program due date extended by the duration of the parental leave taken.

## 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.

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 A(PHRM) Training Program;
- be able to meet regularly with the trainee to review the trainee's assessment, discuss cases and the trainee's progress;
- be approved by the CCPHRM to act as a Training Supervisor; and
- not be a trainee enrolled in the A(PHRM) Training Program.

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 Associateship in Pre-Hospital and Retrieval Medicine 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 A(PHRM) Training Program if they:

- (a) fail to complete the requirements of the A(PHRM) 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 A(PHRM) 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;

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- (f) do not pass the Practical Examination within the maximum three (3) attempts;
- (g) 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 A(PHRM) Training Program, they will be informed in writing and advised:

- of the ground(s) on which they may be removed from the A(PHRM) Training Program;
- the date on which their removal from the A(PHRM) Training Program is to be considered;
- that they are entitled to provide a written submission for consideration of any exceptional 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 A(PHRM) 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 A(PHRM) 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 A(PHRM) 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 A(PHRM) 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 A(PHRM) Training Program, and shall not:

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

F2.4.2 Upon application by the trainee, the ACEM Board, CCPHRM or a Committee convened for such purpose may determine to lift a trainee's suspension from the A(PHRM) Training Program with or without the payment of a further fee and subject to any conditions imposed by the ACEM Board, CCPHRM, or Committee, as applicable.

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

F2.4.4 Any trainee who is suspended from the A(PHRM) 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 A(PHRM) Training Program. Any removal from the A(PHRM) Training Program pursuant to this regulation shall not be subject to reconsideration, review or appeal under ACEM processes.

## **F2.6 Reinstatement to the Associateship in Pre-Hospital and Retrieval Medicine Training Program**

- F2.6.1 Any trainee whose registration in the A(PHRM) Training Program was suspended pursuant to Regulation F2.4 may apply to have such suspension lifted and be reinstated to the training program.
- F2.6.2 Without limiting the requirements of College Regulations and policies, an applicant who has been suspended, whether automatically or by resolution of the CCPHRM as applicable, must, at the time of making an application:
- F2.6.2.1 provide the CCPHRM with a written statement that:
- (a) includes a detailed account of the relevant conduct and practice of the applicant since the time of suspension of their training;
  - (b) specifies any mitigating circumstances;
  - (c) if relevant, specifies any punishment imposed by a Court or regulatory body, together with its secondary effects, in connection with the offence, event or matter to which the suspension of their training related;
  - (d) if relevant, is supported by evidence of remorse, contrition and acceptance of responsibility for the offence, event or matter to which the suspension of their training related;
  - (e) provides details of any restriction, condition or limitation affecting the applicant's medical registration in any jurisdiction;
  - (f) states why, in the applicant's opinion, the suspension should be lifted; and
  - (g) such other information as the CCPHRM may require; and
- F2.6.2.2 agree in writing to pay to ACEM the reasonable costs and expenses of their reinstatement, including, but not limited to, the non-refundable reinstatement fee set by the Board for this purpose.

## **F2.7 Consideration of an Application for Reinstatement**

- F2.7.1 In relation to any application for reinstatement pursuant to Regulation F2.6, the CCPHRM may:
- F2.7.1.1 at its sole discretion, seek or obtain any other information, records or reports from any other person, body or institution relevant to the application; and/or
- F2.7.1.2 convene or seek to convene a meeting with the applicant.
- F2.7.2 A decision of the CCPHRM (or a Committee convened by the CCPHRM for that purpose) to accept or reject an application for reinstatement to the A(PHRM) Training Program is not effective unless:
- (a) the applicant has been given a notice of the resolution to be considered by the CCPHRM (or the Committee) and a copy of any business papers circulated regarding the resolution not less than 14 days prior to the date of the meeting. If the business papers do not contain particulars of any allegations supporting the resolution that is to be considered, a statement setting out those allegations must be given;
  - (b) the applicant has been permitted to make submissions to the meeting in writing and orally;
  - (c) the applicant is given an opportunity to respond to any matters raised in the meeting. The CCPHRM (or the Committee) may ask the applicant to leave the meeting during its deliberations once submissions from all interested parties are complete; and
  - (d) notice of the decision of the CCPHRM (or the Committee) is given promptly to the applicant specifying the grounds upon which the application was accepted or rejected.
- F2.7.3 In circumstances where the CCPHRM (or the Committee) determines to accept an application for reappointment or reinstatement, the CCPHRM (or the Committee) shall also determine the total fees payable to ACEM as well as the training and assessment requirements, if any, to be completed and, subject to Regulation F2.4.3, the timeframe within which they must be completed.

## **F2.8 Appeal**

F2.8.1 Any decision of the CCPHRM (or the Committee) in connection with an application for reinstatement will be final, conclusive and binding.

## **F2.9 Delegation**

F2.9.1 The CCPHRM may at its discretion direct any application for reinstatement to the ACEM Board for consideration under these regulations and any reference to the CCPHRM shall instead be taken to the ACEM Board.

## **F2.10 Recognition of Prior Learning and Exemption**

### **F2.10.1 Recognition of Prior Learning**

F2.10.1.1 Subject to maximum training and assessment requirements, Recognition of Prior Learning (RPL) may be granted for part or all of the A(PHRM) 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 A(PHRM).

F2.10.1.2 Applications for RPL must be made in accordance with the *Associateship in PHRM Policy on the Recognition of Prior Learning*.

### **F2.10.2 Recognition of Prior Experience**

F2.10.2.1 Recognition of Prior Experience (RPE) may be granted for all of the A(PHRM) training requirements and Workplace-based Assessment requirements as applicable, where the applicant has demonstrated PHRM experience at a consultant level.

F2.10.2.2 Applications for RPE must be made in accordance with the *A(PHRM) Policy on the Recognition of Prior Experience*.

## **F3 Assessment of Associateship in Pre-Hospital and Retrieval Medicine 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 A(PHRM) 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 A(PHRM) Training Program requires completion of all prescribed assessments, including:

- (a) Workplace-based Assessments;
- (b) A(PHRM) Written Examination;
- (c) A(PHRM) Practical Examination;
- (d) Task Logbook

F3.2.2 All assessments are to be made relative to the standards and learning outcomes set out in the A(PHRM) Curriculum.

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

F3.3.1 Satisfactory completion of the A(PHRM) 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 TSRs must be submitted to the College by the assessor within fourteen (14) days of the relevant TSR date prescribed in Regulation F3.3.1.

F3.3.4 Excluding the TSR's all other individual WBAs prescribed in Regulation F3.3.1 must be submitted by the assessor within ten (10) days of the date of the assessment.

F3.3.5 WBAs cannot be assessed by a current A(PHRM) trainee.

F3.3.6 An assessment is not considered to be 'completed' until all parts of the assessment process have been properly fulfilled, the assessment has been submitted, and the trainee has been advised that the requirements of the assessment have been satisfactorily met.

## **F4 Associateship in Pre-Hospital and Retrieval Medicine 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 A(PHRM) examinations.
- F4.1.2 The presence of an observer (whether a FACEM or otherwise) at any A(PHRM) 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 A(PHRM) Written Examination is three (3).
- F4.1.3.2 The maximum number of attempts at the A(PHRM) Practical 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 A(PHRM) trainee;
  - (b) have no financial debts to ACEM; and
  - (c) 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 Associateship in Pre-Hospital and Retrieval Medicine Written Examination**

### **F4.2.1 Eligibility**

- F4.2.1.1 For the purposes of Regulation F4.1.4.2(d), candidates for the A(PHRM) Written Examination must:
- (a) have commenced a PHRM placement at a site that has full A(PHRM) 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 A(PHRM) training and/or the retrieval component of A(PHRM) training a full and/or full A(PHRM) 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 A(PHRM) Written Examination are able to apply to sit the next scheduled written examination.

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

- F4.2.2.1 The A(PHRM) 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.

## **F4.3 Associateship in Pre-Hospital and Retrieval Medicine Practical Examination**

### **F4.3.1 Eligibility**

- F4.3.1.1 For the purposes of Regulation F4.1.4.2(d), candidates for the A(PHRM) Practical Examination must have successfully completed the A(PHRM) Written Examination
- F4.3.1.2 Candidates who are awaiting the result of their A(PHRM) Written Examination may apply for the A(PHRM) Practical Examination. The eligibility of the candidate will be verified once the results of the A(PHRM) Written Examination are published.
- F4.3.1.3 Subject to continuing to meet all eligibility requirements, candidates who are unsuccessful in an attempt at the A(PHRM) Practical Examination are able to apply to sit the next scheduled practical examination.

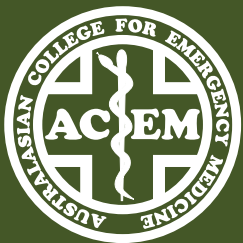
### **F4.3.2 Examination Arrangements**

- F4.3.2.1 The A(PHRM) Practical Examination is held once per year on a date and at a site specified by ACEM.

### **F4.3.3 Availability of Places**

- F4.3.3.1 The College may limit the number of candidates accepted for the A(PHRM) Practical Examination on any occasion, acceptance being based on the following priority order:
- (a) the time remaining for individual applicants to complete the requirements of the training program; and
  - (b) the date and time on which applications are received by the College.

Notwithstanding the provision of this regulation, the College reserves the right to determine candidates for acceptance at examination. In doing so, the College may consider a range of factors in order to balance competing trainee needs. Such factors may include but are not limited to elapsed time in training and number of previous unsuccessful attempts. The College has complete discretion in determining these matters and, thus, candidates for examination, and the decision of the College shall be final and binding. The decision of the College in this regard shall not be reviewable or subject to appeal. Applications for examinations are made on this basis, and with implicit agreement to these terms.



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