



Australasian College
for Emergency Medicine

Training Supervisor - Associateship in PHRM Training Program

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Document Review

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Revision History

Version	Date	Pages revised / Brief Explanation of Revision
v1	Feb-2020	Approved by Board
v2	June-2023	Revisions to the appointment process, eligibility and selection criteria, and document review responsibilities
v2.1	May-2025	Amendments throughout to reflect changes to training program titles and membership categories - DipPHRM to PHRMTP

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1. Introduction

As part of the Associateship in the PHRM Training Program (PHRMTP), every trainee is supervised by a Training Supervisor.

The primary role of the PHRMTP Training Supervisor is to oversee, in close consultation with the Conjoint Committee of Pre-Hospital and Retrieval Medicine (CCPHRM), all aspects of training of a PHRMTP trainee(s). This includes ensuring PHRMTP trainees are provided with the necessary practical instruction, ongoing support and appropriate assessment opportunities to enable them to meet the professional and educational requirements specified in the PHRMTP Curriculum and to complete the requirements of the PHRM Training Program.

Training Supervisors supervise and assess all trainees at their site(s) and are expected to be readily available to their trainees. As part of a site's requirements for accreditation with the CCPHRM, there must be at least one (1) Training Supervisor appointed.

This Position Description is established under, and is subordinate to, the *ACEM Policy on College Entities* (the policy) and any other relevant documents. Training Supervisors should ensure they are familiar with the provisions and requirements of the policy.

2. Appointment and Tenure

2.1 Appointment Process

Where a vacancy(ies) arise, specialists with qualifications in an appropriate critical care discipline (e.g. FACEM, FACRRM, FANZCA, FCICM or FRACGP), and with demonstrated experience and expertise in pre-hospital and retrieval medicine, may self-nominate for the position of PHRMTP Training Supervisor, using the *PHRMTP Training Supervisor Application/Resignation Form*.

Once completed by the nominee, the self-nomination is then seconded by the Director of PHRM service, or another Fellow of a CCPHRM member College within the PHRM service at the applicable site and submitted to the CCPHRM, together with a brief CV, letter of good standing from their specialist medical college, and other supporting documentation as requested for consideration.

A single PHRMTP Training Supervisor may be appointed for a training site, or the role may be shared, provided that each Training Supervisor is at least 0.5 FTE in the applicable training site. Sharing of the Training Supervisor role may enable individuals to take a particular focus to their respective roles and may also assist in succession planning.

Retrieval services that operate multiple sites within the one service must have a nominated secondary supervisor for each base to which trainees are rotated. Supervisors must be actively engaged in PHRM practice at their respective site. The primary supervisor must be located at the site where the trainee(s) will undertake the majority of their PHRM training. Training Supervisor(s) must be able to meet regularly on a formal basis with their trainee (i.e. at least monthly) to review the trainee's assessment, discuss cases and review the trainee's overall progress. Allocation of trainee support time as specified by the PHRMTP Accreditation Standard 2.2 must be given in order to perform these roles and responsibilities.

2.2 Duration of Appointment

PHRMTP Training Supervisors are appointed for a period of two (2) years. If it is not possible for a training site to nominate an applicant who is able to make a commitment for at least two years, this should be explained in writing at the time of the application.

2.3 Review of Appointments

Subject to satisfactory review by the CCPHRM at the conclusion of each two (2) year term and continuing to

meet the eligibility requirements, individuals may be eligible for reappointment as a PHRMTP Training Supervisor.

2.4 Eligibility and Selection Criteria

Essential

Training Supervisors must:

- be specialists with qualifications from a CCPHRM College (i.e. FACEM, FACRRM, FANZCA, FCICM, FRACGP); and
- be in good standing with their parent College (i.e. CPD up-to-date, College fees paid); and
- have at least three (3) years post-Fellowship (unless a site has co-PHRMTP Training Supervisors and the other Training Supervisor is at least three (3) years post-Fellowship); and
- have demonstrated experience and expertise in PHRM;
- be currently undertaking clinical work (0.25 FTE or greater) within a CCPHRM-accredited PHRMTP training site;
- Possess a thorough understanding of the requirements of the PHRMTP; and
- be able to meet regularly with their trainee (i.e. at least monthly) on a formal basis to review the trainee's assessment, discuss cases and the trainee's overall progress.
- Not be a trainee enrolled in the PHRMTP.

A PHRMTP Training Supervisor(s) cannot be the Director of the service at which the appointment as a training supervisor is made.

Desirable

In the context of the requirements of the role and obligations of a Training Supervisor, a prospective Training Supervisor should:

- be actively engaged in education activities within the PHRM site in which they work; and
- have experience in the delivery of educational programs at postgraduate level.

3. Role of the Training Supervisor

PHRMTP Training Supervisors support the learning and development of PHRMTP trainees by providing high-quality supervision, along with unbiased, honest, and objective feedback to promote progression through the PHRMTP.

3.1 Administration of Training

A PHRMTP Training Supervisor is expected to:

- 3.1.1 Maintain knowledge of the current training and assessment requirements of the PHRMTP, as described in the PHRMTP Curriculum, PHRMTP Regulations, PHRMTP Accreditation Standards and other relevant documents.
- 3.1.2 Meet face-to-face with their trainee(s) within four (4) weeks of commencement of a PHRMTP term to review a trainee's learning plan and provide any feedback or guidance required.

3.1.2 Engage proactively with trainees undertaking the PHRMTP to:

- a) ensure trainees receive adequate supervision appropriate to their professional competence and are afforded an increasing and appropriate level of responsibility commensurate with their professional abilities;
- b) provide formative ongoing and structured feedback at least once every three (3) months;
- c) provide formal feedback after summative assessments; and
- d) ensure required assessments are completed with and for the trainee according to PHRMTP requirements.

3.1.3 Meet all PHRMTP training, assessment, administration and feedback timelines as required.

3.1.4 Advise and consult with the CCPHRM regarding any trainee at their site experiencing difficulty in meeting PHRMTP requirements.

3.1.5 Actively engage in PHRMTP evaluation processes, as requested.

3.1.6 Except where otherwise required by regulatory bodies, professional duties or other legal requirements, maintain the privacy and confidentiality of trainees at all times.

3.1.7 Promote and support evidence-based practice in PHRM, and work with senior staff at the training site to ensure that the practice of PHRM within the site conforms to contemporary standards.

3.2 Coordination of training

A PHRMTP Training Supervisor is expected to:

3.2.1 Maintain oversight of all PHRMTP trainees at their site.

3.2.2 Where there is more than one Training Supervisor at the site, work together to arrange a shared approach to the duties, roles and responsibilities of the position.

3.2.3 Participate and assist with the design and delivery of regional or local PHRMTP training.

3.2.5 Advocate for and support any trainee who may be experiencing difficulty during their PHRMTP training at the site, including meeting assessment requirements.

3.2.6 Maintain current and detailed knowledge of the PHRMTP Accreditation Standards.

3.2.7 Ensure appropriate succession planning for the role of the PHRMTP Training Supervisor at the site.

3.3 Trainee Advocacy and Support

A PHRMTP Training Supervisor is expected to:

3.3.1 Discuss and counsel prospective trainees regarding career choice and the requirements and objectives of the PHRMTP.

3.3.2 Facilitate the attendance of trainees at appropriate educational opportunities.

3.3.3 Monitor trainee welfare, including access to mentoring and support services as appropriate, and assist in the provision of such where requested or required.

3.3.4 Advocate for and support any PHRMTP trainee who may be experiencing difficulty during their PHRMTP training, such as meeting training and assessment requirements, or team resource management.

3.3.5 Work closely with ACEM staff and in conjunction with the CCPHRM to oversee the provision of support to a trainee undergoing review.

3.4 PHRMTP Training Site Accreditation

A PHRMTP Training Supervisor is expected to participate in at least one (1) PHRMTP training site accreditation every two years in order to:

- inspect PHRM sites in accordance with the PHRMTP Accreditation Standards, applicable policies and guidelines; and
- assist in the preparation of accreditation reports and make recommendations to the CCPHRM on the accreditation, including level of accreditation, of PHRM sites in Australia and New Zealand for the purposes of the PHRMTP.

3.5 Leave/Absences

A PHRMTP Training Supervisor who intends to be absent from their post for less than four (4) consecutive weeks is required to:

- 3.5.1 Make appropriate arrangements, including access to assessment and training time verification, to ensure that management of the PHRMTP continues in their absence.
- 3.5.2 Notify trainees in advance of their period of leave.
- 3.5.3 Notify ACEM of their leave dates via email (PHRM@acem.org.au) with at least two (2) weeks' notice.

A PHRMTP Training Supervisor who intends to be absent from their post for greater than four (4) consecutive weeks is required to:

- 3.5.4 Make appropriate arrangements, including access to assessment and training time verification, to ensure that management of the PHRMTP continues in their absence.
- 3.5.6 Notify trainees in advance of their period of leave.
- 3.5.7 Submit their leave dates to ACEM via email (PHRM@acem.org.au) with at least two (2) weeks' notice and nominate a specialist with qualifications in a PHRMTP College, and with demonstrated experience and expertise in PHRM, to act as the PHRMTP Training Supervisor during their absence. Where there is more than one (1) PHRMTP Training Supervisor at the site, the other Training Supervisor may agree to cover the temporary period of absence.

3.6 Resignations

A PHRMTP Training Supervisor who intends to resign from their position as a PHRMTP Training Supervisor is required to:

- 3.6.1 Notify ACEM of their intended resignation by completing and submitting the *PHRMTP Training Supervisor Application/Resignation Form* and any additional information requested on that form, via email (PHRM@acem.org.au) not less than two (2) weeks prior to the date of ceasing as PHRMTP Training Supervisor.

4. Associated Documents

- PHRMTP Curriculum
- PHRMTP Training Site Accreditation Standards
- Regulation F: Associateship in Pre-Hospital and Retrieval Medicine Training Program



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