

Hong Kong Jockey Club Disaster Preparedness and Response Institute (HKJCDPRI) Overseas Training Fellowship Programmes

Overseas Training Fellowship for Emergency Medicine (EM) / Emergency Medical Services (EMS)

I. Background

The initiative of Overseas Training Fellowships is an effort to bring into Hong Kong the most comprehensive and updated knowledge through enabling local healthcare professionals to study or work at renowned overseas training institutes or disaster-related agencies. This is a unique opportunity for healthcare professionals to enhance their knowledge and skills in disaster preparedness and response in the practical and real setting.

There are two kinds of overseas training fellowship programmes under the Hong Kong Jockey Club Disaster Preparedness and Response Institute (HKJCDPRI): the **Overseas Training Fellowship for Emergency Medicine (EM) / Emergency Medical Services (EMS)** administered by HKJCDPRI and the *Overseas Training Fellowship for Healthcare Professionals* administered by the Collaborating Centre for Oxford University and CUHK for Disaster and Medical Humanitarian Response (CCOUC).

The **Overseas Training Fellowship for EM/EMS** aims to provide opportunities for emergency clinicians, emergency medical services providers and disaster responders in Hong Kong to acquire and improve their skills in emergency clinical care and/or disaster response and/or preparedness, as well as fostering their leadership and medical oversight of disasters and/or emergency healthcare systems; while the *Overseas Training Fellowship for Healthcare Professionals* aims to equip disaster responders with knowledge and skills in disaster preparedness and response by overseas non-clinical public health training. HKJCDPRI also offers a local *Non-governmental Organisation (NGO) Training Fellowship* for NGO workers administered by the CCOUC.

This document introduces the **Overseas Training Fellowship for EM/EMS** and its criteria and method for application. Please visit CCOUC's website at <http://ccouc.org/home-2> for information on *Overseas Training Fellowship for Healthcare Professionals* and *NGO Training Fellowship*.

II. Emergency Medicine and Emergency Medical Services in Disaster Situations

Emergency medicine (EM) is known as the field of “practising the knowledge and skills for the prevention, diagnosis and management of acute and urgent aspects of illness and injuries”.¹ Therefore, emergency physicians have an “understanding” of the “prehospital and hospital emergency medical systems” and the “skills” required for the “further development” of these systems.¹ EM also serves in a range of specialising practices such as emergency medical services, toxicology, disaster medicine, intensive care medicine, etc. These knowledge and skills are important

¹ IFEM. (2017). *Definition of Emergency Medicine* / *International Federation for Emergency Medicine*. [online] Available at: <https://www.ifem.cc/about-us/>.

for the planning and execution of the preparedness and response measures in different disaster and emergency situation.

Furthermore, Emergency Medical Services (EMS) can be defined as "a comprehensive system which provides the arrangements of personnel, facilities and equipment for the effective, coordinated and timely delivery of health and safety services to victims of sudden illness or injury."² The function of EMS can be simplified into four main components; accessing emergency care, care in the community, care en route, and care upon arrival to receiving care at the health care facility.² Thus, EMS is the first point of contact for the majority of people to health care services during emergencies and life-threatening injuries and act as a gate-keeping step for accessing secondary and tertiary services. Under disaster contexts, EMS workers shall be equipped with the special clinical or coordination skills required to deal with the special situations in addition to the basic EMS skills.

III. Overseas Training Fellowship for Emergency Medicine (EM) / Emergency Medical Services (EMS)

Program Description

1) Aims and scope

The Overseas training fellowship for Emergency Medicine (EM) / Emergency Medical Services (EMS) aims to provide opportunities for highly qualified and motivated emergency physicians and emergency medical EMS workers in Hong Kong to acquire and improve their skills in emergency clinical care, as well as obtaining their experience in scene coordination of prehospital care and out-of-hospital care, emergency services management and related research. The knowledge and experience gained in well-established overseas agencies are aimed to be translated and adapted to suit local needs.

The main focus areas of this fellowship include:

- i) **Emergency Medicine (EM)** in response to disasters or in support to disaster response and/or preparedness in areas of:
 - Medical knowledge and Clinical skills;
 - Patient care;
 - Professionalism and other Ethical and legal issues;
 - Education and Research;
 - Communication, Collaboration and Interpersonal skills;
 - Organisational planning and Management skills; or
 - Relevant specialities in toxicology, disaster medicine, intensive care medicine, etc.

² Al-Shaqsi, S. (2010). Models of International Emergency Medical Service (EMS) Systems. *Oman Medical Journal*.

ii) **Emergency Medical Services (EMS)** in areas such as EMS systems, prehospital care and out-of-hospital care in response to disasters or in support to disaster response and/or preparedness.

iii) **Special clinical skills used in disaster situations.**

Example of topics are as follows (non-exhaustive):

- Initial patient stabilization, treatment and transport patient to hospitals
- Communications, coordination and emergency scene management
- Clinical practice of prehospital and out-of-hospital care
- Patient care and transport during search and rescue
- Mass casualty management
- Specialty emergency medicine topics such as wilderness medicine, extreme medicine, mass gathering medicine, etc.
- Research in EMS related topics
- EMS training such as use of simulation, disaster modelling and disaster educator courses

2) Eligibility criteria

Applicant must be:-

- Holding relevant undergraduate or post-graduate university degree(s).
- Holding healthcare professional qualification(s) and/or registered as healthcare professional. Healthcare professionals include medical doctor, nurse, paramedics, academia and researcher, or worker in any other professions related to EM/EMS.
- Working or having worked in a local or an international institute in Hong Kong; preference will be given to those who work in the EM/EMS sector and are familiar with institutional Emergency Medical Services system. Having knowledge of the EM/EMS system(s) in Hong Kong, China and/or Asian-Pacific region would be an asset.
- Strong interest in EM/EMS in disaster situations and be able to bring in the latest overseas EM/EMS knowledge to Hong Kong.

3) Value of the Award

The maximum amount of the award is HK\$180,000 each. The fellows are expected to take up an overseas training course and/or overseas placement. The fellow can either attend a training course or a placement, or do both at the same or different period. The total period, i.e. period for the course(s) and/or placement, is for a minimum of two weeks to a maximum of twelve months.

Applicants should submit a budget plan together with their application. The course tuition fee and/or other eligible expenses on travel, accommodation, meal, insurance etc. would be reimbursed under agreed regulations. Adjustment to the

value of the award will be made according to the location of the training and/or placement.

During the selection, preference would first be given to candidates who apply for four-week to twelve-month fellowship period. This fellowship is a reimbursement-based award. HKJCDPRI reserves the rights to adjust the award amount and approve/ reject the financial documents submitted.

4) Overseas Training Course

Applicants are encouraged to apply relevant courses that have the potential to be translated and adapted to suit local needs for Hong Kong. The fellowship supports overseas training courses offered by universities or organisations. The course can be a certificate, diploma, degree course or a module of a degree programme. Distance learning or online courses are not eligible. Applicant may select up to two eligible courses that s/he wishes to attend, in order of preference. There is no restriction on the location of the course except it should be outside Hong Kong. If the two courses are at different countries, only one return transportation fee from Hong Kong to the overseas destination would be reimbursed.

Example Courses for international emergency response (non-exhaustive):

- Chemical Biological Radiological and Nuclear (CBRN) clinical course
<https://www.gov.uk/government/publications/defence-chemical-biological-radiological-and-nuclear-centre-dcbrnc/defence-chemical-biological-radiological-and-nuclear-centre>
- Courses from the CRIMEDIM Research Centre in Emergency and Disaster Medicine
<http://crimedim.med.unipmn.it/>
- Courses from the Yonsei University College of Medicine Clinical Simulation Centre
http://medicine.yonsei.ac.kr/en/General_infor/Clinical_Simulation_Center/
- Harvard Extension School Crisis Management and Emergency Preparedness
<https://canvas.harvard.edu/courses/18390/assignments/syllabus>

5) Overseas Placements

The fellowship supports **overseas placements**, with priority given to placements:

- Approved by professional Emergency Medicine institute or agency as part of their training programme
- At an academic institute specialized on EMS in disaster situations (or Disaster Medical Services)

Example of overseas placements (non-exhaustive):

- Singapore General Hospital Postgraduate Medical Institute Fellowship Programme

https://www.sgh.com.sg/subsites/pgmi/fellowship-attachments/pages/emergency_programme.aspx

- Update Medical University (New York) EMS and Disaster Medicine Fellowship
<http://www.upstate.edu/emergency/education/fellowships/ems.php>
<http://www.hscsyrr.edu/emergency/education/fellowships/ems-training-sites.php>
- Beth Israel Deaconess Medical Center (BIDMC) Fellowship in Disaster Medicine
<http://disasterfellowship.org/>

The above list is not exhaustive and applicants can apply for the fellowship with other related training courses with supporting information. Applicants may also apply for the fellowship with other EMS related placements with supporting information.

6) Method of Application

Details of the fellowship and the application forms can be downloaded from the HKJCDPRI website, or obtained from the HKJCDPRI office. The complete set of application documents must be returned to the Secretary of the HKJCDPRI Fellowship. Applications will be reviewed and approved by the HKJCDPRI Governing Board. Only shortlisted applicants will be invited for an interview.

Separately, we recommend the applicant to apply the course(s) and/or training placement before or at the same time as apply for the fellowship. However, applicant should be aware that the start date of the course(s) and/or training placement should be **after** the date of the confirmation of the fellowship award.

The candidate should provide the following:

- I. A completed **Application Form** which includes a **Budget Plan** listing out all the budget items that the applicant would like to apply for reimbursement.
- II. A **CV** with an emphasis relating to the previous work and/or training experience in disaster, emergency response or humanitarian related field, if any. If consider relevant and necessary, applicant may include information that has not covered in the application form in his/her CV.
- III. A **Training Proposal** about how the proposed overseas disaster-related fellowship training can benefit the development of HKJCDPRI and the relevant emergency and/or disaster field in Hong Kong. For application to fellowship programme of 2 weeks to less than 1 month, proposal should not be more than 500 words; and for application to fellowship programme of more than 1 month, proposal should not be more than 1,000 words. The document should be organised and include with details of the following:
 - a. The proposed **training schedule**.

- b. **Personal goals** intend to achieve in the overseas fellowship training programme.
 - c. The **expected outcomes** intend to accomplish upon completion of the overseas training fellowship.
 - d. In comparison with other training courses or similar programmes, how the proposed course(s)/ placement(s) might be more **relevant or applicable to the setting of Hong Kong** (and/or the nearby China and/or Asian-Pacific regions).
 - e. Description of **how the candidate will be able to apply** the training knowledge and/or improvement to the existing emergency and/or disaster mechanism, curriculum or competencies in Hong Kong.
 - f. How Hong Kong, **with the platform of HKJCDPRI**, can adopt the training content, pedagogy and technology into the local emergency/ disaster response or preparedness plan for the capacity building purpose for local professionals.
- IV. **Reference Letter(s)** should be submitted to attest the candidate's teaching, influencing and leadership abilities. One to two reference letter(s) for fellowship programme of three or less than three months; two reference letters for fellowship programme of more than three months - at least one must be obtained from his/her supervisor.
- V. The **Approval / Offer Letter(s)** and **other supporting documents from the overseas institution(s)** that provide information of the training, the on-site arrangements and learning plan of the proposed programme(s).
- (If application(s) of the course(s)/ training placement is under review by the time of fellowship application, supporting documents provide information of the training programme should be submitted first. Approval / Offer Letter(s) should be submitted as soon as possible and not later than the date of interview.)*
- VI. Copies of **supporting documents** for proving the applicant's academic and/or professional qualification. For applicants who are not Hong Kong permanent resident, copies of documents should also be provided to support their eligibility to work in Hong Kong.

Applications should be submitted by email to hkjcdpri@hkam.org.hk or by post to:

Hong Kong Jockey Club Disaster Preparedness and Response Institute
Room 901, HKAM Jockey Club Building,
99 Wong Chuk Hang Road,
Aberdeen, Hong Kong.

(Attn: Secretary of HKJCDPRI Fellowship Programme)

7) Selection

An interview will be conducted by the selection committee consisting of members from the Governing Board of the HKJCDPRI and/or persons designated by the Governing Board. However, only shortlisted applicants will be invited for an interview. The following factors will be taken into account for selecting the suitable candidate:

- i) The aspiration and suitability of the candidate to be a leader in field of emergency/disaster response and/or preparedness as reflected by his/her education, disaster or humanitarian experience, professional qualification, and the proposal of his/her application.
- ii) The candidate's ability to apply overseas knowledge and experience in emergency/ disaster-related field in Hong Kong.
- iii) The undertaking (i.e. post-fellowship commitment plan) proposed by the candidate in assisting HKJCDPRI and/or their working institutions to conduct disaster and/or emergency response or preparedness capacity building activities.

8) Application Period

The fellowships will be granted each year for 5 consecutive years from 2015 to 2019. Application opens periodically from 2015 to 2018. Please refer to the HKJCDPRI website (<http://www.hkjcdpri.org.hk/>) for latest information.

9) Award Terms and Conditions

Overseas fellows are expected to agree to the terms and conditions of the Overseas Training Fellowship and sign the Final Award Letter. Some of the conditions stipulated in the letter are:

- The fellow must agree to assist HKJCDPRI and/or his/her working institutions in conducting at least one disaster capacity building activity by incorporating the knowledge acquired from the course(s) / placement(s) within 1 year after return.
- Write at least one reflection/sharing article during the candidate's fellowship period and submitted it with photo(s) or picture(s) for HKJCDPRI's website and/or dissemination work.
- Deliver at least one sharing session on how the fellowship programme and/or training experience can enhance the capacity building initiatives of HKJCDPRI within 1 year after return.
- Submit an overseas training fellowship report to summarise his/her training experience and how would it relate and be applied in Hong Kong's disaster preparedness and response or EM/EMS professions.
- Complete and pass the course(s) and/or training placement(s) within the fellow's proposed fellowship period.

- Join the HKJCDPRI fellowship alumni group and willing to provide assistance for HKJCDPRI activities if necessary after the Fellowship.

10) Further Information

Latest information can be found on the HKJCDPRI website: <http://www.hkjcdpri.org.hk>. Enquiries should be made to the Secretary of the HKJCDPRI Fellowship, hkjcdpri@hkam.org.hk or at telephone number: (852) 2871 8507.

For the Overseas Training Fellowship for Healthcare Professionals and the Non-governmental Organisation (NGO) Training Fellowship, please visit <http://www.ccoouc.ox.ac.uk/home-2> for more information.

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