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Dear Provider,

The Faculty of Pre-Hospital Care (FPHC) Training and Standards Committee have undertaken extensive discussions to determine a method by which courses can be matched against the competency levels contained within the FPHC PHEM Competency Framework. The aim is to provide clarity on the content level to both the candidates and the course providers of FPHC endorsed courses.

We felt that the best method would be for the Providers of endorsed courses to self-rate their course contents and outcome competences for successful candidates against the FPHC PHEM Competency Framework. This will then be reviewed and confirmed by the member of the FPHC Training and Standards Committee who undertook the endorsement assessment/visit. The completed document, with ratings against the framework, can then be used by successful course candidates to inform potential employers and contribute to their personal development portfolio. We are aware that we asked for similar information in January 2019 but that process was aimed at determining a 'global' level for a course which has subsequently been found to be unhelpful and tended to under-rate course levels prompting concern amongst Providers and candidates.

We therefore ask that you kindly rate the competency level A-H that you believe your course meets against the attached FPHC PHEM Competency Framework for each item. This will then be reviewed and, once the level is confirmed/agreed, your course will be listed as having a competency level for each individual competency rather than the whole course being 'awarded' a 'global' competency level. We feel that this will give a fairer overview of course contents.

Please find the FPHC PHEM Competency Framework attached and I would be grateful if you could complete the end column indicating the level (A-H) you believe your course meets. If your course does not contain a specific listed competency then please state 'not applicable' in the end column.



If you run several endorsed courses, or courses at varying levels, please complete one FPHC PHEM Competency Framework template for each course, or level of course, and clearly indicate to which course the paperwork refers.

Please return the completed form to fphc-endorsement@rcsed.ac.uk at the earliest opportunity.

Please do not hesitate to contact the FPHC office via fphc-endorsement@rcsed.ac.uk if you have any questions.

Thank you for your cooperation with this process which we feel will give candidates increased information about the skillset that will be obtained after completing the course and providers an enhancement to their endorsed course.

Yours sincerely,



Dr Andy Smith
Chair, Faculty of Pre Hospital Care Training and Standards Committee

Annex:

- A. Guide to completing the FPHC PHEM Competency Framework

**GUIDE TO COMPLETING THE FPHC PHEM COMPETENCY FRAMEWORK COURSE ENDORSEMENT
TEMPLATE**

The FPHC PHEM Competency Framework was designed to demonstrate the competencies expected of each level of pre-hospital care practitioner. However, it can also be used to document the skills and competencies taught on courses.

1. Determine which skillsets are taught on your course.
2. If a skill is not taught on your course, annotate '*Not Applicable*' in the column entitled 'Course Rating Level' and delete all the crosses in that row.
3. If a skill is taught on your course, rate it at the lowest level of practitioner of whom that competency is expected.
4. This rating is recorded by entering it in the column entitled 'Course Rating Level' and by leaving the relevant cross in that row/column.
5. Delete the crosses to the right of the skillset competency level selected.

A partially completed FPHC PHEM Competency Framework is enclosed for clarification. It refers to a fictitious course and has only been completed for the first few sub-sections.