

EFPT EXCHANGE GUIDELINES

A guide for applicants and coordinators



In this document, you will find all answers to these questions:

- What is the EFPT Exchange Programme?
- What is the aim of the EFPT Exchange Programme?
- Who can apply to the EFPT Exchange Programme?
- How to apply to the EFPT Exchange Programme?
- What is expected from the trainee once in the host institution?
- Is there financial aid for participating in the EFPT Exchange Programme?
- How is the EFPT Exchange Programme structured?
- What is the role of the Exchange Programme Coordinators?
- Who can undertake an Exchange Programme?
- Who should I contact to start an Exchange Programme in my institution?
- What agreements should I get to start an Exchange Programme in my institution?
- What documents should be filled out in order to start an Exchange Programme in my institution?
- Where can I get more information about the EFPT Exchange Programme?

Do you need further information?

Please contact the Exchange Programme Chairman directly at exchange@efpt.eu

What is the EFPT Exchange Programme?

The EFPT Exchange Programme is an initiative of the **EFPT Exchange Programme Working Group**. The Working Group is a part of the activities of the **European Federation of Psychiatric Trainees (EFPT)**, a European Not-For-Profit-Association that aims to improve psychiatric training in Europe¹.

The EFPT Exchange Programme was established in 2011 by the first Exchange Working Group at the EFPT Forum in Prague. The pilot phase took place in **January 2012**.

The EFPT Exchange Programme is a platform that provides a possibility to realize **2 to 6 weeks observational internships** organized by local trainees for trainees from other member countries of the EFPT.

So far, the EFPT Exchange Programme offers around **65 vacancies across 16 countries** in all major fields of clinical psychiatry, including addiction psychiatry, Child and adolescent psychiatry, eating disorders psychiatry, forensic psychiatry, general adult psychiatry, liaison psychiatry, old age psychiatry, perinatal psychiatry, psychiatry of learning disability, psychotherapy, rehabilitation and social psychiatry as well as other specified fields of psychiatry like [simulation training](#) in psychiatry and sleeping disorders.

Each programme takes place in a psychiatric department and can include a placement in one or several units of it. Depending on particular circumstances, the programme can be **tailored** to individual wishes and availability. The host countries provide various opportunities within areas of clinical work, research and teaching. The programme may contain visits to geographically different institutions and encourage a variety of social and cultural activities in the host country. Several programmes can exist per country and per city.

Two exchange phases take place each year, from February to July and from August to January, with a **one-month online application window** in May and in October respectively for each phase.

Summary of EFPT Exchange Programme:

- **Free of fees** : the participating trainee is responsible just for travel and accommodation costs,
- **Strictly observatory** : the trainee is an observer, and does not provide any direct patient care during the exchange,
- **Unpaid**: the trainee does not receive any salary from the host organisation.
- **Friendly**: the programme is also about social exchange!
- Unfortunately, the EFPT Exchange Programme is not (yet!) considered for formal accreditation in most of the European training schemes.

¹ <http://efpt.eu/wordpress/statements/>

What is the aim of the EFPT Exchange Programme?

The aim of the programme is to provide trainees with **the opportunities** to:

- Get involved in clinical, research and teaching activities abroad
- Experience another mental health care system
- Experience a different training programme
- Socialise with European colleagues
- Learn about transcultural psychiatry
- Exchange ideas and information on psychiatric practices across Europe.

Who can apply to the EFPT Exchange Programme?

Trainees from **EFPT Member Countries** can apply to the program².

Trainees are able to apply for internships and participate in the Exchange Programme more than once. For unfilled placements trainees from non member countries could be considered.

How to apply to the EFPT Exchange Programme?

Application to the EFPT Exchange Program is **online** and is open twice a year, starting on **1st of October** and **1st of May**, with an application period of one month. This corresponds to the two exchange period phases: February to July and August to January.

The selection of candidates is made by the Local and National Coordinators, in cooperation with the supervisors of the host institution, on the basis of a **Curriculum Vitae, motivation letter** and **letter of recommendation**, according to predetermined marking criteria.

The applicant will have to make arrangements with his or her own institution to go on exchange. The EFPT Exchange Working Group can provide documents to support this process, if needed.

What is expected from the trainee once in the host institution?

The trainee participates as an **observer**, and can be involved in research projects depending on the opportunities available in the host institution and his or her interests.

EFPT Exchange Programme participants must adhere to the **Medical Ethics Guidelines** produced by his or her country's Medical Council and those of the host country. This includes maintaining respect for patient confidentiality.

² Check the list of EFPT member countries here : <http://efpt.eu/NTA>

If the trainee doesn't respect these principles, the exchange may be stopped and the trainee may be subject to disciplinary measures.

The EFPT Exchange Programme Working Group and the EFPT Association does not bear any responsibility for what happens between the trainee and the host institution during the exchange.

Once in the host institution, the trainee is encouraged to give an **oral presentation** on arrival at the host institution as a way to share knowledge. This presentation should contain information about the participant's country, such as structure of psychiatric services, training pathways and areas of best practice.

When the trainee returns, he or she is expected to send a **testimonial** to the Local Coordinator and fill in a **feedback form**. The applicant is strongly encouraged to present his or her experience at home institution. Once the feedback form and testimonial is sent to exchange@efpt.eu, the applicant will be issued a **certificate**.

Is there financial aid for participating to the EFPT Exchange Programme?

Since 2016 the EFPT board provide funds for two bursaries à 500€ each year, one each application phase. Current requirements for bursary application can be found on the webpage at <http://efpt.eu/exchange/bursary/>.

Unfortunately **the EFPT have very limited means to provide funds for the exchange stays** at this stage. Expenses including transport, accommodation, food, visa, insurance etc. must be covered entirely by the applicant. There might be local funds available to support participants.

We strive to offer accommodation to applicants in student hostels or hospital premises at the lowest possible price, however this may not always be available. Sometimes there may also be an opportunity to be hosted by a local trainee. Under each programme description accommodation possibilities are stated.

How is the EFPT Exchange Programme structured?

The EFPT Exchange Programme Working Group is composed of a **Chairman, Co-Chair(s)** and other members with individual responsibilities such as extension and the info campaign. All **National and Local Coordinators** of each country are members of the WG as well. The group has physical meetings once a year at the EFPT Forum, and communicates the rest of the year through ASANA, Skype and email. Files needed for The Exchange Process are found on the [internal webpage](#). You can also mail exchange@efpt.eu.

What is the role of the Exchange Programme Coordinators?

For each country, one **National Coordinator** is responsible for the programme, and coordinates the actions of one or more **Local Coordinators** in each city offering a programme.

The **National Coordinator** is the contact person with the Chair for his country, and is responsible for developing the actions of the EFPT Exchange Working Group at a national level (for example, seeking to identify funding possibilities). National Coordinators are also asked to together with LC promote the programme to national colleagues. National Coordinators participate in two Skype meetings in September and February. We recommend a national meeting in the week before the WG meetings to get the latest updates on programmes and activity in the country.

The **Local Coordinators** are responsible for processing applications to their programmes, selecting and contacting the applicants, organising the trainee's stay and assure the collection of feedback once the exchange is completed (by helping the trainee to plan time to fill in the feedback form and write the report). Links can be found on the internal web page and are also sent to the trainees in the beginning of the exchange period. Trainees have 30 days to complete the feedback form and testimonial after leaving the host country. LC also update **Asana** during the selection process and when the trainee leave the host country. LC are active in updating the programme information in September and April each year using google documents linked on the [internal webpage](#).

Who can undertake an Exchange Programme?

A new programme can be set up in a psychiatric department by **any trainee** in collaboration with the clinical team. If a National Coordinator already exists in the country, he has to be contacted on this purpose. If no National Coordinator exists for the country, the trainee should contact the Chair of the EFPT Exchange Programme Working Group.

A **Programme** is a coordinated series of visits and activities during the time of stay, in one or more selected units. It is important that the activities included in the programme follow a **common theme**. It could emphasise the general practice of psychiatry in that country or in a particular institution, as well as focusing on specialised techniques or clinical and theoretical approaches.

Who should I contact to start an Exchange Programme in my institution?

Any trainee who would like to start a programme in his or her institution should start by contacting the **Head of Department** of the unit/institution which could host trainees in the EFPT Exchange Programme. **Supervisors** can provide help and support in this step.

The trainee can use this document and other supporting material such as the information on the EFPT Exchange website to explain what the EFPT Exchange Programme consists of.

What agreements should I get to start an Exchange Programme in my institution?

Usually, the **Head of Department support is required in the first instance**.

Further agreements may be necessary on the recommendation of the Head of Department, depending on the local protocols of the institution. For example it may be a requirement to contact the **Human Resources department** of the hospital, the **Head of the local University**, or the **Head of the local Psychiatric Training Scheme**.

The EFPT Exchange Programme is based on observation only, therefore **no employment contract** will be signed between the two parties, and **no professional insurance** will be required for the exchange. However, the institution can demand proof of travel or a personal insurance for the trainee.

If required for administrative purposes, an agreement of internship can be signed between the institution and the Exchange Programme Chair, and the institution can ask the applicant to provide documentation from his or her own Head of Department authorising participation in the Exchange Programme.

What documents should be filled out in order to start an Exchange Programme in my institution?

Once all institutional agreements are obtained, the trainee must record the **programme's description** in a [form for new programmes](#). The form is also found on the internal webpage. The description will be **uploaded** to the EFPT Exchange website and the Programme will be available for the next application phase.

A new programme should be ready to host trainees before the **1st of May** or the **1st of October** in order to be offered in the following exchange phase.

Where can I get more information about the EFPT Exchange Programme?

All information on the EFPT Exchange Programme, including descriptions of the available Exchange Programmes and application procedure can be found on the EFPT Exchange website: <http://efpt.eu/exchange/>

You can subscribe to the **EFPT Facebook group** to get more updates on the EFPT Exchange Programme and on the other activities of the EFPT Association.

Aiste Lengvenyte

Chair of the Exchange WG

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