

EFPT EXCHANGE GUIDELINES

A guide for Developing an Exchange Programme



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

- **Who can develop an Exchange Programme?**
- **How is the exchange programme structured?**
- **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?**

Do you need further information?

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

Who can develop an Exchange Programme?

A new programme can be set up by any psychiatric trainee in collaboration with a clinical team and the psychiatric department. If a National Coordinator already exists in the country, the trainee developing an exchange programme has to contact his/her National Coordinator. If no National Coordinator exists for the country or if developing a programme within the 'Exchanges beyond Europe' initiative, the trainee should contact the Chair of the EFPT Exchange Programme Working Group.

Furthermore, a National Trainee Association is not necessary for a trainee to develop an exchange programme within the 'Exchanges Beyond Europe' initiative.

How is the exchange programme structured?

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**.

The local coordinator is the primary contact for the trainee on exchange and thus it is the responsibility of the local coordinator to ensure that the programme is well organised.

The programme should include:

- A tour of the hospital/institution where the exchange is taking place
- Introduction with the psychiatric specialist / consultant whom the trainee will be shadowing
- Exposure to clinical case scenarios. If the exchange programme accepts trainees who do not know the native language, then case discussions following the assessment of a patient need to be held.
- A presentation by the trainee on exchange describing their training in their home country.
- Opportunity to meet local trainees with the aim to stimulate future collaboration.

Additionally the programme could also include:

- Case discussions to further discuss interesting cases seen during the programme.
- Research or theoretical presentation opportunities presented by the trainee on exchange.
- Access to training lectures/seminars.
- Attendance to journal clubs
- Tour of the medical university.
- A national dinner together with National Trainee Association members.

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?

Support from the **Head of Department** is crucial to develop a new programme. 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 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 November** in order to be offered in the following exchange phase.

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