

Last Update 08/02/2020

Hosting Institution applying for "YEMD Fellowship Programme"

- Various hospitals in Europe have been recognized as **institutions of excellence**, with heavy emergency medicine workload, ran under the guidance of exquisite educators / teachers.
- The aim of the "**YEMD Fellowship Programme**" is to provide a platform where institutions offer high quality educational and professional opportunities for young emergency medicine doctors within the EUSEM network.
- This document contains a summary of the relevant information for Hosting Institutions willing to apply to the "YEMD Fellowship Programme".

HOW TO BECOME A HOSTING INSTITUTION

- Potential Hosting Institution willing to participate to the "YEMD Fellowship Programme", can do so by contacting directly the YEMD Fellowship Coordinator.
- The YEMD Fellowship Coordinator will forward to the potential Hosting Institution the dedicated **Application Form**, which must be completed in each part.
- Once the Application Form has been submitted, the YEMD Fellowship Coordinator will examine the relevant documentation and contact the potential Hosting Institution.
- If the application is deemed satisfactory, the Hosting Institution will figure among the active institutions on the "YEMD Fellowship Programme" webpage.

LOCAL FELLOWSHIP COORDINATOR

- Each Hosting Institution must provide the name and contact details of local coordinator for the fellowship.
- The Local Fellowship Coordinator is responsible for all **logistical and educational** aspects of the fellowship at the Hosting Institution.
- The Local Fellowship Coordinator must ensure that adequate level of supervision is provided to the fellowship candidates.

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- At the end of the fellowship, the Local Fellowship Coordinator must ensure that adequate feedback on candidate's fellowship is forwarded to the YEMD Fellowship Coordinator by completing all relevant documentation.

FUNDING

- EUSEM is not providing financial support to fellowship candidates.
- Hosting Institution can offer funding opportunities according to their capacity and local policy.
- Funding availability must be specified in the Hosting Institution Application Form and outlined in the fellowship description among other relevant information for the candidates.

SELECTION OF CANDIDATES

- The role of YEMD is to organize and promote a standardized process to gather all the relevant documentation from the candidate in order to facilitate the selection process operated by the Hosting Institutions.
- The eligible candidates applying to the “YEMD Fellowship Programme” are: Emergency Medicine doctors **35 years old or younger** and / or **currently into Emergency Medicine specialty training programme**.
- The application process works as follows:
 - **Each candidate** can apply to **1 Hosting Institution** only;
 - Once the application has been submitted through the **MyEUSEM portal**, the documentation is reviewed by the YEMD Fellowship Coordinator;
 - The candidate's profile and application documents are then forwarded to the selected Hosting Institution;
 - The **Hosting Institution must** provide the YEMD Fellowship Coordinator with a **feedback on each candidate application within 2 weeks** from the reception.
 - The selected candidate(s) will receive definitive answer on their application status within 1 month from the submission;

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- Once successful candidates are selected, the YEMD Fellowship Coordinator will put the Hosting Institution and the selected candidates in direct communication in order to discuss the details of the fellowship.

ONGOING PROGRAMME EVALUATION

- **In order to remain as active Hosting Institution** within the “YEMD Fellowship Programme”, the Local Fellowship Coordinator must fill in each year a Revision Form providing relevant information on the past fellowship activity.
- The feedback provided by the candidates to the fellowship will be assessed as part of the ongoing programme evaluation.

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