

Multidisciplinary Pain Unit (MPU) data sheet – Practice Development Stage

For use by MPUs seeking Practice Development Stage accreditation for pain medicine through the FATES pilot.

The accreditation process is governed by [by-law 19](#) and the [FPM Accreditation Handbook](#). Please read these documents prior to completing this form.

Queries can be answered at fpm@anzca.edu.au

Section 1 – General & administrative

Name of hospital / training unit:	
Address:	
Unit Phone No:	
Satellite sites involved in training: (Name and address of satellite sites – max 3)	1.
	2.
	3.
Unit Director:	
Email address of MPU Unit Director:	
Mobile phone number of Unit Director:	
Proposed Supervisor:	

Placement Supervisor/s:	
Director of Medical Services:	
Chief Executive Officer:	
Email address of Chief Executive Officer:	
Is the unit involved in delivering the Procedures Endorsement Program:	Yes / No

Declaration

I confirm that the unit meets all the standards for accreditation for training as a Practice Development Stage Multidisciplinary Pain Unit (MPU).

I certify that the information given in this document is correct and may be considered by the Board of the Faculty of Pain Medicine, Australian and New Zealand College of Anaesthetists in respect of this unit's application for accreditation for training in pain medicine.

Unit Director: _____

Date: _____

Chief Executive Officer: _____

Date: _____

Section 2 Faculty of Pain Medicine Training

2.1 How many FPM trainees do you have in your unit? _____

2.2 Please provide the trainee details

Trainee name	Training stage: Practice Development/Other/PEP	Supervisor	FTE	Reviewer use Interviewed? (yes/no)

2.3 Please provide an overview of any pain medicine Specialist International Medical Graduates (SIMGs) working at the unit.

Name	Duration of CPA	Supervisor	FTE	Reviewer use Interviewed? (yes/no)

2.4 Please provide the details of existing staff (excluding FPM trainees).

FFPMANZCAs

Name	site	FTE	Reviewer use Interviewed? (yes/no)

Other senior medical staffing

Name	Discipline	Site	FTE	Reviewer use Interviewed? (yes/no)

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Nursing and Allied Health Staff

Name	Discipline	Site	FTE	Reviewer use Interviewed? (yes/no)

Section 3– Accreditation Criteria

It is understood that regional hospitals may not be able to address all the criteria outlined in this document and that the accreditation process will determine if the unit can provide a supportive training experience that will allow a trainee to meet the requirements of the pain medicine training program.

Please describe any experience which may be unique to your area or bring extra dimension to the PDS year.

Standard 1 – Quality Patient Care

Please outline how your unit/s demonstrates its commitment to delivery of safe, high quality patient care. This could be demonstrated by:

- All staff, with an appointment to the unit, being credentialed by their institution for the duties and procedures they undertake.
- Having a minimum of eight scheduled clinical medical specialist sessions provided in the unit(s) and available to the trainee each week.
- Trainees having access to a range of medical specialist sessions in related areas. These sessions can be provided external to the pain management unit (for example, satellite sites) but must be in disciplines relevant to the management of patients with pain.
- Trainees having the opportunity to be involved in audit and outcome data collection and presentation.

Standard 2 – Clinical experience

Does your Pain Management Unit have access to inpatient beds? Yes / No

On average over the last three years, how many new patients were referred per year with:

Acute pain _____

Chronic non-cancer pain _____

Cancer-related pain _____

On average how many times are patients in each of these groups seen?

Acute pain _____

Chronic non-cancer pain _____

Cancer-related pain _____

Please outline how your unit/s would provide trainees with access to a range and volume of clinical practice that enables them to complete the training program requirements. This might include:

- Having sufficient numbers of new patients per annum to provide the trainee with exposure to patients with:
 - Acute perioperative, medical and trauma- related pain.
 - A breadth of patient diagnoses across chronic non-cancer pain.
 - Cancer pain.
- Providing trainees with experience in the following?
 - Triage of referrals
 - Review of medical records
 - History-taking and physical examination relevant to pain medicine (including a physical examination)
 - Psychological assessment and treatment
 - Functional assessment of the patient
 - Risk assessment
 - Collaboration with referring doctors and other medical specialists
 - Diagnosis and formulation of a patient with pain

- Development of a management plan
- Implementation of medical and pharmacological management
- Referral for, and monitoring of, physical therapy
- Participation in multidisciplinary case discussion meetings
- Communication with the patient's general practitioner/ referring specialist(s)
- Outcome assessment of individuals
- Trainees having exposure to observe and perform assessment interviews under the supervision of a psychiatrist and/or psychologist. These interviews should include initial and subsequent consultations, mental state examinations, brief simple interventions and motivational interviewing.
 - The psychologists and psychiatrists must be integrated into the multidisciplinary unit.
- Regular formal case conferences which involve trainees
- Demonstrated compliance with all FPM by-laws, professional documents and ANZCA/Faculty corporate policies
- There must be multidisciplinary patient treatment programs which trainees are involved in.

Standard 3 – Supervision

Please outline how your unit/s would provide trainees with adequate and appropriate supervision for the trainee's level of experience as they progress to independent practice. This may include:

- Comment on plan for in-hours and out-of-hours supervision.
- Identification of the clinical support time available for supervisor of training to meet with trainees for in-training assessments and feedback? (Minimum of one session per fortnight for up to three trainees; one session per week for three or more trainees)

Standard 4 – Supervisory roles and assessment

Please outline how your unit/s would support trainees by providing access to qualified supervisors and assessors with sufficient resources including clinical support time and administrative assistance to undertake their roles. Assessment must be undertaken in accordance with FPM policies, including:

- Does the PDS Supervisor/placement supervisor believe he/she has adequate time to supervise the trainee?
- Is the trainee orientated to the unit (and hospital, if applicable)? Does this orientation include an introductory interview?
- Performance of workplace-based feedback and submission of In Training Assessments (ITAs).

Standard 5 – Education and teaching

Please outline how your unit/s would ensure that trainees have access to formal and informal educational programs that meet their training needs, including if:

- There will be regularly scheduled educational sessions for all staff that can be accessed by trainees and SIMGs. There must be a minimum of one scheduled session per month involving all staff.
- Trainees will be involved in the education of junior medical staff including registrars, residents, interns and medical students.
- Trainee(s) in pain medicine will have access to a formal tutorial program
- Trainees will be given time to attend the faculty's weekly centralised trainee tutorials?
- Trainees will be provided with leave to attend FPM clinical skills courses. Trainees are also encouraged to attend the annual FPM Symposium and Spring Meeting.

Standard 6 – Facilities

Please outline how your unit/s would ensure that trainees have access to appropriate educational facilities and systems required for training, including if:

- The trainee will have access to appropriate office space and technology
- Suitable office space and facilities for members of the unit, ideally co-located
- There is a comprehensive (ideally electronic) patient record system. Documentation of treatment protocols and procedures for patients
- There is appropriate consulting and examination rooms. Units provide a safe working environment for all staff and be in compliance with local occupational health and safety laws.
- There is access to private office space that allows for confidential conversations with trainees
- There is adequate time for the unit director to attend to administrative duties.
- There is adequate administrative assistance to the unit. (Clinical staff should not be required to do administrative tasks such as scheduling patients, transcription.)

Standard 7 – Clinical Governance

Please outline how your unit/s ensures it has the governance structures in place to credential staff and to deliver and monitor safe patient care in a safe workplace. Your outline may include that:

- There is an organisational statement of patient rights and responsibilities.
- The organisation supports the health and wellbeing of its staff via local OHS/WHs laws.
- The organisation provides for confidential avenues for dispute resolution where conflict exists between the trainee and their supervisor.
- Compliance with safe work hours is part of trainee's contract.
- Trainees are appointed to training positions on the basis of merit, without evidence of discrimination in accordance with ANZCA/FPM policy.
- There is a workplace organisational policy on bullying, discrimination and harassment.
- There is compliance with the FPM and College corporate policies relative to training.
- The multidisciplinary pain management unit has a statement demonstrating cultural safety specifically related to indigenous populations.

Please submit the following documents with your completed datasheet

Attachments to be submitted with the datasheet:

- Narrative outlining flexibility being sought as part of the accreditation process.
- Staff rosters including daily schedules and on-call rosters that outline the sites and supervision arrangements in place.
- Formal teaching and tutorial programs. (Please include schedule from the previous six months)
- Unit continuing medical education programs.
- Unit quality assurance programs.
- Other information that demonstrates compliance with the FPM accreditation standards.