

Training Unit Accreditation Datasheet

– Level 1 Unit

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[By-law 19 Accreditation of units offering training in pain medicine](#) and the [FPM Accreditation Handbook](#) govern the accreditation process. Please read these documents prior to completing this form.

Queries should be directed to the FPM Team at fpm@anzca.edu.au

Part 1 – Practice Development Stage Unit Details

Unit details

Training unit name	
Address	
Unit phone number	
Satellite sites involved in training <i>(Please list name and address)</i>	1.
	2.
	3.
Multidisciplinary Pain Unit Director	
Email address of unit director:	
Phone number for MPU Unit Director	
If in Australia, please share the traditional Indigenous place name of the area, if known and appropriate to include.	
Supervisor of Training	
Director of Medical Services	
Chief Executive Officer	
Email address of Chief Executive Officer <i>(for the accreditation report)</i>	

Declaration

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.

I can confirm that we meet the requirements for accreditation as a pain medicine training unit.

Unit Director		Date	
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Chief Executive Officer		Date	
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Part 2 – Staffing and hospital overview

Pain medicine trainees.

Trainee name	Training stage	Supervisor	FTE

FPM Fellows

Name	Site	FTE

Other senior medical staff

Name	Discipline	Site	FTE

Nursing and Allied Health staff

Name	Discipline	Site	FTE

What is the approximate number of beds available at your hospital	
Does the Multidisciplinary Pain Management Unit have access to inpatient beds?	
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 time are patients in each of these groups seen?	
Acute pain	
Chronic non-cancer pain	
Cancer-related pain	

Part 3 – Unit self-assessment against standards

Standard 1 – Quality patient care				
Criterion /Requirements	Assessment			Comments
	MET	SUBSTANTIALLY MET	NOT MET	
All staff, with an appointment to the unit, must be credentialed by their institution for the duties and procedures they undertake.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There must be a minimum of eight scheduled clinical medical specialist sessions provided in the unit(s) and available to the trainee each week.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trainees should have access to four sessions per week where they can have direct supervision by an FPM Fellow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Trainees must have access to a range of medical specialist sessions in related areas. These sessions can be provided external to the pain management unit (e.g. satellite sites) but must be in disciplines relevant to the management of patients with pain.</p> <p>Requirement:</p> <p>Regularly scheduled sessions must be demonstrable.</p> <p>The unit must demonstrate how they integrate multiple areas of medical expertise into the trainee’s suite of training.</p> <p>The timetable should demonstrate the location, supervisory arrangements.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There must be a minimum of 2.0 FTE senior medical staff to provide supervision to the trainee. Where there are more than 2 trainees in a unit an	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Standard 1 – Quality patient care

Criterion /Requirements	Assessment			Comments
	MET	SUBSTANTIALLY MET	NOT MET	
<p>appropriate increase of 0.5 FTE specialist medical staff must be available to provide supervision.</p> <p>Consideration of other supervisory roles must be taken into consideration in senior staffing.</p>				
<p>Nursing and allied health input to the multidisciplinary pain management unit must consist of a minimum of 3 FTE and is limited to:</p> <ul style="list-style-type: none"> • Nursing • Clinical Psychology • Physical Therapy • Occupational Therapy • Exercise physiology <p>Requirement: Names and qualifications of staff holding appointments with the MPU.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Quality improvement and audit. Trainees should be involved in audit and outcome data collection and presentation.</p> <p>Requirement: Does the unit participate in audit? Are outcome data collected and benchmarked against other similar units?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FPM Fellows engagement with Faculty activities (other than personal CPD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Standard 1 – Quality patient care

Criterion /Requirements	Assessment			Comments
	MET	SUBSTANTIALLY MET	NOT MET	
<p>A specialist pain medicine physician or specialist anaesthetist must be available for consultation for patients under the care of the APS 24 hours a day.</p> <p>Requirement: Discussion with Lead Clinician for APS</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>For the APS there must be at least one (1) registered nursing session allocated each weekday.</p> <p>Requirement: Discussion with Lead Clinician for APS (and Director of Anaesthesia, if relevant)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments on overall assessment of standard	Conditions			
	Recommendations	Commendations		

Standard 2 – Clinical experience

Criterion / Requirements	Assessment			Notes on findings
	MET	SUBSTANTIALLY MET	NOT MET	
<p>There must be sufficient numbers of new patients per annum to provide the trainee with exposure to patients with:</p> <ul style="list-style-type: none"> • Acute perioperative, medical and trauma-related pain • A breadth of patient diagnoses across chronic non-cancer pain • Cancer pain <p>Requirement: The unit should demonstrate the complexity of case mix in consideration of the breadth of the curriculum.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Units must be able to offer training and experience in the following areas of clinical pain medicine practice.</p> <p>Requirement:</p> <ul style="list-style-type: none"> • Triage of referrals • Review of medical records • History-taking and physical examination relevant to pain medicine (including a general 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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Standard 2 – Clinical experience

Criterion / Requirements	Assessment			Notes on findings
	MET	SUBSTANTIALLY MET	NOT MET	
<ul style="list-style-type: none"> • 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 specialists. • Outcome assessment of individuals 				
<p>Psychiatry and psychology</p> <p>Requirements:</p> <p>Trainees must gain adequate 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.</p> <p>Psychiatry:</p> <ul style="list-style-type: none"> • Trainees must gain adequate exposure to the psychiatric assessment and treatment of pain patients. <p>The psychiatrist must be integrated into the multidisciplinary unit.</p> <p>Psychology:</p> <ul style="list-style-type: none"> • Trainees must gain adequate exposure to the assessment and psychological management of pain patients. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Standard 2 – Clinical experience

Criterion / Requirements	Assessment			Notes on findings
	MET	SUBSTANTIALLY MET	NOT MET	
<ul style="list-style-type: none"> The volume of exposure should enable the trainee to perform an adequate psychosocial assessment in the first six months of their CTS. The psychologists must be integrated into the multidisciplinary unit. 				
Formal case conferences. Requirement: Must be held at least weekly and involve trainees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedural sessions. Requirement: Trainees should be involved in the assessment, management and follow-up of patients undergoing procedures (where applicable). Trainees are not required to undertake procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In-patient rounds. Requirement: There must be regular, scheduled attendances to inpatients by the trainee with the consultant anaesthetist or specialist pain medicine physician as part of the acute pain service. A maximum of two acute pain sessions per week (on average over 44 weeks) may be counted towards training in the core training stage. During the initial period of training, these must be accompanied by a specialist. Following the first 11 weeks, a maximum of one session per week where the trainee works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Standard 2 – Clinical experience

Criterion / Requirements	Assessment			Notes on findings
	MET	SUBSTANTIALLY MET	NOT MET	
with distant supervision may be accrued for training, if the trainee is deemed by the supervisor of training as adequately skilled. Be able to demonstrate management of complex in-patients.				
Radiology review. Requirement: Regular sessions are desirable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrate compliance with all FPM by-laws, professional documents and ANZCA/Faculty corporate policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There must be multidisciplinary patient treatment programs. Requirement: These programs must be coordinated by a minimum of 3 members of the multidisciplinary pain unit. The unit must demonstrate that trainees participate in multidisciplinary led treatment programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments on overall assessment of standard	Conditions			
	Recommendations		Commendations	

Standard 2 – Clinical experience

Criterion / Requirements	Assessment			Notes on findings
	MET	SUBSTANTIALLY MET	NOT MET	

Standard 3 – Supervision

Criterion /Requirements	Assessment			Notes on findings
	MET	SUBSTANTIALLY MET	NOT MET	
<p>Appropriate supervision levels.</p> <p>Requirement:</p> <p>Is there consistency between in-hours and out-of-hours supervision?</p> <p>Are there patterns of supervision that allow trainee progression towards independent practice?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Adequate clinical support time available for SoT to meet with trainees for ITAs and feedback.</p> <p>Requirement:</p> <p>Minimum of 1 session per fortnight for up to three trainees; 1 session per week for three or more trainees</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments on overall assessment of standard	Conditions			
	Recommendations	Commendations		

Standard 4 – Supervisory roles and assessment

Criterion /Requirements	Assessment			Notes on findings
	MET	SUBSTANTIALLY MET	NOT MET	
<p>Appointment of one or more supervisors of training</p> <p>Requirement:</p> <p>Has the SoT appointment been ratified and the SoT agreement signed?</p> <p>What was the last date of attendance at a SoT workshop?</p> <p>Does the SoT believe he/she has adequate time to supervise the trainee?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Orientation</p> <p>Requirements:</p> <p>How is orientation to the training program including relevant by-laws provided to trainees?</p> <p>Is the trainee orientated to the unit (and hospital, if applicable)?</p> <p>Does this orientation include an introductory interview? The faculty’s mentorship program should be encouraged.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Performance of workplace-based feedback and submission of ITAs</p> <p>Requirement:</p> <p>Number performed per trainee in previous 12 months.</p> <p>Are multiple FPM Fellows contributing to assessments?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments on overall assessment of standard	Conditions			

Standard 4 – Supervisory roles and assessment

Criterion /Requirements	Assessment			Notes on findings
	MET	SUBSTANTIALLY MET	NOT MET	
	Recommendations		Commendations	

Standard 5 – Education and teaching

Criterion /Requirements	Assessment			Notes on findings
	MET	SUBSTANTIALLY MET	NOT MET	
<p>There must be regularly scheduled educational sessions for all staff that can be accessed by trainees and SIMGs</p> <p>Requirements:</p> <p>There must be a minimum of one scheduled session per month involving all staff</p> <p>Involvement in the education of health professionals in the wider medical and allied health community in pain medicine</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Provision of education to junior medical staff including registrars, residents, interns and medical students.</p> <p>Requirement:</p> <p>Trainees must be involved in the education of their peers and junior medical, nursing and allied health staff</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The trainee(s) in pain medicine must have access to a formal tutorial program.</p> <p>Requirement:</p> <p>Members of the MPU participate in the educational experiences of trainees</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Trainees should be given time to attend the faculty’s weekly centralised trainee tutorials.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Standard 5 – Education and teaching

Criterion /Requirements	Assessment			Notes on findings
	MET	SUBSTANTIALLY MET	NOT MET	
Trainees should be provided with leave to attend FPM clinical skills courses. Trainees are also encouraged to attend the annual FPM Symposium and Spring Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There should be an active research and audit program Requirement: Trainees must be encouraged to contribute to scholarly activities including research and audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments on overall assessment of standard	Conditions			
	Recommendations	Commendations		

Standard 6 – Facilities

Criterion /Requirements	Assessment			Notes on findings
	MET	SUBSTANTIALLY MET	NOT MET	
The trainee must have access to appropriate office space and technology that interfaces with “ANZCA Networks” and the internet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable office space and facilities for members of the unit. Requirement: Ideally this should be co-located	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A comprehensive (ideally electronic) patient record system. Requirement: Documentation of treatment protocols and procedures for patients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate consulting and examination rooms are essential. Units provide a safe working environment for all staff and be in compliance with local occupational health and safety laws. Requirement: These may be part of a communal outpatient department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate procedure rooms with adequate equipment and staffed by appropriately qualified nurses, technicians and radiographers as required. Requirement: Anaesthesia and resuscitation equipment must comply with ANZCA College Professional Document PS55 <i>Recommendations on Minimum Facilities for Safe Administration of Anaesthesia in Operating Suites and Other Anaesthetising Locations.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Standard 6 – Facilities

Criterion /Requirements	Assessment			Notes on findings
	MET	SUBSTANTIALLY MET	NOT MET	
Recovery facilities and procedures must comply with ANZCA College Professional Document PS04 <i>Recommendations for the Post-Anaesthesia Recovery Room.</i>				
Access to private office space that allows for confidential conversations with trainees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate time for the unit director to attend to administrative duties. Requirement: Specialist medical staff require adequate clinical support time and assistance in order to meet the administrative tasks commensurate with their roles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate administrative assistance to the unit. (clinical staff should not be required to do administrative tasks such as scheduling patients)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments on overall assessment of standard	Conditions			
	Recommendations	Commendations		

Standard 6 – Facilities

Criterion /Requirements	Assessment			Notes on findings
	MET	SUBSTANTIALLY MET	NOT MET	

Standard 7 – Clinical governance

Criterion /Requirements	Assessment			Notes on findings
	MET	SUBSTANTIALLY MET	NOT MET	
There is an organisational statement of patient rights and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The organisation supports the health and well-being of its staff via local OHS/WHS laws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The organisation provides for confidential avenues for dispute resolution where conflict exists between the trainee and their supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Compliance with safe work hours is part of trainee’s contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trainees are appointed to training positions on the basis of merit, without evidence of discrimination in accordance with ANZCA/FPM policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a workplace organisational policy on bullying, discrimination and harassment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is compliance with the FPM and College corporate policies relative to training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requirement Corporate policies include but are not limited to:				

Standard 7 – Clinical governance				
Criterion /Requirements	Assessment			Notes on findings
	MET	SUBSTANTIALLY MET	NOT MET	
<ul style="list-style-type: none"> Academic integrity policy Conflict of interest policy Policy on bullying, discrimination and harassment for Fellows and trainees acting on behalf of the College or undertaking College functions Privacy policy 				
The multidisciplinary pain management unit demonstrates cultural safety specifically related to indigenous and culturally and linguistically diverse populations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments on overall assessment of standard	Conditions			
	Recommendations	Commendations		

Part 4 - Appendices

Appendix A – Accreditation ratings used in this document

Rating	Definition
Met	There is evidence that the standard/criterion has been fully met
Substantially Met	Some but not all aspects of the standard/criterion have been met. For example, there is alignment of policy/intent, but evidence of delivery is not yet available, or there is some misalignment of policy/intent that needs to be addressed.
Not Met	The standard/criterion has not been met i.e. there is a gap or significant misalignment of outcome or policy with the standard/criterion.

Appendix B – Accreditation decision definitions

Please refer to the [FPM Accreditation Handbook](#) for more information including how accreditation decisions are made based on associated risk.

Decision	Definition
New training settings	
Provisionally accredited	<p>A new training setting that:</p> <ul style="list-style-type: none"> meets all of the accreditation criteria OR does not meet all of the accreditation criteria but has the potential to meet them once trainees are in place. <p>The overall risk assessment is rated as low or medium with conditions required.</p>
Not accredited (refused)	<p>A new training setting that:</p> <ul style="list-style-type: none"> does not meet all of the accreditation criteria. <p>The overall risk assessment is rated as high or extreme.</p>
Existing training settings	
Accredited	<p>An existing training setting that:</p> <ul style="list-style-type: none"> meets all of the accreditation criteria OR does not meet all of the accreditation criteria but the overall risk assessment is rated as low, and it has been determined conditions are not required.
Conditionally accredited	<p>An existing training setting that:</p> <ul style="list-style-type: none"> does not meet all of the accreditation criteria and the overall risk assessment is rated as low, medium or high with conditions required.
Not accredited (revoked)	<p>An existing training setting that:</p> <ul style="list-style-type: none"> does not meet all of the accreditation criteria and the overall risk assessment is rated as extreme with conditions required.

Appendix C – List of supporting documents to be submitted

Document	Attached
Staff roster: A weekly or multiple week roster showing daily schedule and on-call roster. The roster should demonstrate how the trainee will be supervised.	<input type="checkbox"/>
Formal teaching and tutorial program	<input type="checkbox"/>
Unit continuing medicine education program	<input type="checkbox"/>
Unit quality assurance programs	<input type="checkbox"/>
Schedule for the day	<input type="checkbox"/>
Any other information that demonstrates compliance with the accreditation standards.	