

Procedures Endorsement Program Handbook

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FPM Procedures Endorsement Program Handbook

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Introduction

The Faculty of Pain Medicine (FPM) has defined processes to endorse fellows who practise procedures. The process involves demonstration of competency and demonstration of adherence to *PS11(PM): Procedures in Pain Medicine Clinical Care Standard*. The procedures endorsement program (PEP, the program) is open to FPM fellows, and to trainees who are in the practice development stage (PDS) of their FPM Training Program.

Attainment of FPM endorsement in procedural pain medicine (the endorsement) may be pursued via one of the following pathways:

- **Supervised clinical experience pathway** – which is open to PDS trainees and FPM fellows who elect to train *ab-initio* in nominated procedures.
- **Practice assessment pathway** – which is open until the end of 2026 to practising FPM Fellows with established experience in procedural pain medicine.

Fellows and trainees undertaking the program are known as “endorsees”. Fellows who have achieved and maintain endorsement are known as “endorsed fellows”.

By-laws and policies

By-law 20, FPM Procedures Endorsement Program governs the process for endorsement of fellows for procedures in pain medicine, and takes precedence over the contents of this handbook should there be any conflict between the two. The FPM board is responsible for making, amending and repealing all by-laws.

Endorseees agree to abide by the faculty by-laws and corporate policies, such as those regarding academic integrity, privacy, bullying and harassment and social media.

Procedures Endorsement Program: Supervised Clinical Experience Pathway

Fellows of the FPM and FPM trainees who are in the practice development stage may elect to expand their practice by gaining workplace-based experience potentially leading to endorsement in procedural pain medicine. Procedural clinical experience that is accrued towards the program must be undertaken under the supervision of a FPM accredited procedural supervisor.

The FPM procedures endorsement program curriculum (the curriculum) outlines the procedures in which endorsement may be gained and the learning outcomes required to demonstrate proficiency. The curriculum draws on and refers to the [pain medicine training program curriculum](#), which outlines in detail the skills and attitudes which should be common to specialist pain medicine physicians of all backgrounds. It is assumed that endorseees have completed at least the core training stage of the FPM fellowship training program and are familiar with the conceptual basis of pain medicine.

The procedures have been grouped into three categories that reflect the level of risk and complexity involved. Endorseees are not required to seek endorsement in all procedures or all categories, and may pursue one or more procedures that are relevant to their practice or interest.

Fellows undertaking the supervised clinical experience pathway are able to credit some of the program's activities towards their continuing professional development (CPD). There is no specific CPD activity to cover this training, but activities could be broken down to be claimed under the appropriate category. For example, participation in case discussions could be claimed under the practice evaluation category, and completion of direct observation of procedural skills (DOPS) could be claimed under knowledge and skills. Please see [ANZCA and FPM CPD webpage](#) for further information.

Joining the program

Applicants apply for a position in a pain unit that provides pain procedures, with agreed access to an FPM accredited procedural supervisor. The position should share responsibility for patient assessment, selection and preparation, performing procedures, and post-procedure follow up. When approaching a potential procedural supervisor, applicants are asked to outline their previous procedures experience in the Intake Assessment Form which is submitted to the procedural supervisor in addition to references and a curriculum vitae. A list of accredited procedural supervisors is available on the website.

Once a position has been secured the applicant should submit an application form to the faculty and pay the non-refundable registration fee. The application to the faculty and registration fee must be submitted prior to commencing the role.

Trainees in the PDS who undertake the procedures endorsement program can do so concurrently to the FPM training program. Completion of the FPM training program is not contingent on endorsement in pain procedures (see relevant section below).

Gaining clinical experience

Clinical experience in planning, performance and management of pain medicine procedures is gained while working under the supervision of an FPM accredited procedural supervisor. Experience will be accrued towards the pain medicine procedures listed in the program's curriculum.

Procedures that have been identified for endorsement have been categorised into three levels. The time durations for gaining clinical experience in these categories are:

	Min	Max
Category 1	6 months FTE	24 months FTE
Category 2	6 months FTE	24 months FTE
Category 3	12 months FTE	48 months FTE

Endorseees can gain experience in procedures of different categories concurrently. It is recommended that endorseees actively participate in at least one theatre list per week.

Workplace-based progressive feedback

Endorseees and procedural supervisor will be required to download the [Zwisch app](#). The cost of licence for the app is covered by the registration fee. Users need to make themselves familiar with the privacy setting of the app which is hosted by an external organisation.

Using the app, the endorsee maintains a log of cases performed and self-rates their performance on these cases. The accredited procedural supervisor provides feedback to the endorsee on the level of supervision the endorsee required for that procedure.

The direct observation of procedural skills (DOPS) tool is used by the accredited procedural supervisor and endorsee to provide feedback to support learning and as the mechanism to progress to the next level of supervision. There are no minimum number of DOPS required to progress to sign-off for endorsement of a procedure but endorseees should be aiming to undertake at least one DOPS per month.

The endorsee is responsible for initiating the DOPS process and retaining the completed form.

Training in procedures can be undertaken simultaneously, however endorseees can only be signed-off for endorsement in a procedure with pre-requisite competencies once they can successfully demonstrate these mandatory competencies.

Undertaking the procedures endorsement program concurrently with the FPM fellowship training program

The procedures endorsement program can be undertaken during the PDS of the FPM training program.

PDS trainees who are also endorseees need to comply with requirements of both programs. It is expected that workplace-based progressive feedback (WBPF) tools undertaken during procedural training are focused on procedures.

PDS Trainees who withdraw from the procedures endorsement program will not be disadvantaged in relation to completion of the FPM fellowship training program as long as they have met PDS requirements.

The supervisor of training and the accredited procedural supervisor may not be the same person.

It is recommended that trainees focusing on procedures will undertake a placement of 22-44 weeks. If only part of the PDS year is dedicated to procedural training, it is recommended that this will occur towards the end of the year, to facilitate continuity of training into practice.

Flexible program options

It is understood that endorseees may take extended breaks from the program. When this occurs they should advise the faculty. It is recommended, however, that interruption of training in the program is minimised in order to facilitate consolidation of procedural skills and continuity of training into practice.

In cases where the endorsee wishes to change their accredited procedural supervisor, the endorsee must advise the faculty in writing, and reenrol in the program. The faculty will advise the new accredited procedural supervisor of the history of the endorsee's training in the program.

Learning support resources

The FPM professional document *PS11(PM): Procedures in Pain Medicine Clinical Care Standard* articulates what is considered to be the appropriate and safe use of procedures in the practice of pain medicine.

The ANZCA library has a number of resources related to procedural pain medicine that can be accessed via the [website](#).

The faculty runs CPD events at scientific meetings and as stand-alone workshops on procedural pain medicine which endorsees and endorsed fellows are encouraged to attend.

Process to sign off a procedure for endorsement

Once an endorsee believes they are ready to perform a particular procedure unsupervised, then they should consult their accredited procedural supervisor and arrange to undertake a final DOPS assessment.

If the procedure is assessed as satisfactory, and the endorsee is deemed competent in safely and independently performing the procedure within the sociopsychobiomedical context, then the procedural supervisor will complete the designated sign-off form to indicate no further supervision is required. This confirms to the faculty that the endorsee is eligible for endorsement in this particular procedure. Once successful, the sign-off form should be submitted to the faculty office.

If the procedure was assessed as not satisfactory, formative feedback will be provided to inform opportunities to acquire competence.

Endorsees who achieve sign off for endorsement while undertaking the FPM training program will not receive the endorsement until they have been admitted to fellowship of the FPM. If the time between sign-off of a procedure and admission to fellowship is greater than 12 months, the DOPS assessment will need to be repeated, and the sign-off form re-signed.

The sign-off form(s) will then be considered by the faculty's Procedures Endorsement Program Reference Group (the reference group), who will make its recommendation to the procedural pain medicine governing committee. Award of endorsement is decided by the FPM board, following acceptance of reference group recommendations by the procedural pain medicine governing committee.

Procedures Endorsement Program: Practice Assessment Pathway

Until the end of 2026, a pathway will be available to FPM fellows who practise pain medicine procedures to have their practice endorsed without having to gain supervised clinical experience. This pathway requires fellows to demonstrate competence in procedural pain medicine and adherence to *PS11(PM): Procedures in Pain Medicine Clinical Care Standards* through submission of a written application followed by peer review.

The written application includes the fellow:

- Providing certificates from training programs and/or statutory declarations from previous mentors regarding the amount of training received and the level of practice of the individual practitioner.
- Demonstrating compliance with ANZCA and FPM CPD standard and completion of procedure-related CPD activities.
- Demonstrating their current procedural case load through theatre lists or procedures undertaken.

- Undertaking a self-assessment against the quality statements in the *Procedures in Pain Medicine Clinical Care Standards*.
- Providing a copy of their radiation safety training and certification.
- Other supporting documentation as outlined in the Procedures Endorsement Program application form.

Adequate documentation would need to be provided for every procedure for which endorsement is sought.

The written application will be assessed by the reference group. If the written application meets the criteria, the endorsee will be requested to undergo peer review at their workplace. If the written submission is deemed unsuccessful, the reference group will suggest a remediation plan to the endorsee.

The peer review involves a visit from a faculty nominated fellow who is endorsed in the nominated procedure(s) or from a member of the reference group to confirm in person that the information provided has been accurate, and to observe the circumstances under which the endorsee is conducting their procedures. This would involve attendance at a theatre list or other location where the practitioner performs multiple procedures. It would also involve confirming the interdisciplinary nature of the practice by meeting with members of the clinical network and administrative staff to confirm that all aspects of the Clinical Care Standard are met.

The reference group will then consider the outcome of the endorsee's application for endorsement against the criteria, and make its recommendation to the faculty regarding the endorsement. Award of endorsement is decided by the FPM board, following acceptance of reference group recommendations by the procedural pain medicine governing committee.

Maintaining endorsement

Once endorsement is achieved a fellow must ensure they maintain their proficiency by undertaking professional development activities related to their procedural scope of practice.

Endorsed fellows will be required to meet the ANZCA and FPM CPD standard. There will be no increased burden of CPD credits for fellows seeking to maintain their endorsement, however specific requirements relating to CPD activities to be undertaken during a triennium apply.

In addition to the usual ANZCA and FPM CPD program, which includes development of knowledge and skills, practice evaluation and completion of emergency response activities, endorsed fellows will be expected once per triennium to provide the faculty with a certification (letter) from the Medical Advisory Committee of the institution(s) in which they perform pain procedures, stating that the fellow's practice meets the hospital's expected standards of care, and that there are no concerns in regards to the fellow's knowledge, skill, judgement, or conduct that require college intervention.

See the [ANZCA and FPM CPD Handbook](#) for further details (*this is still work in progress as at July 2020*)

Fees

TBD