

By-law 4
Faculty of Pain Medicine
Training program

December 2024



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4.0 Purpose

This by-law stipulates the requirements for the Faculty of Pain Medicine (FPM) training program. This by-law does not apply to:

- specialist or vocational registration by regulatory authorities
- admission to Fellowship described in by-law 3.
- the specialist international medical graduate assessment described in ANZCA regulation 23

4.1 Eligibility and application for the FPM training program

4.1.1 Registered medical practitioners may enter the FPM training program prior to gaining fellowship in their primary specialty, but must have completed at least three years full-time equivalent (FTE) of training within that specialty.

4.1.2 The FPM training program may be pursued concurrently with training towards a primary specialist qualification. All requirements of the FPM training program must be met independently and according to this bylaw and the *FPM Training Handbook* of those of the primary college, faculty or chapter.

4.1.3 Registered medical practitioners who hold a primary specialist qualification that has not been deemed as acceptable to the board (see by-law 3.1) may enter the FPM training program but will not be eligible for fellowship of the FPM.

4.1.4 Applicants for the FPM training program must submit a completed *Application for FPM Training* form prior to commencing the core training stage, including required documentation as outlined in the *FPM Training Handbook*.

4.1.5 Applicants for the FPM training program must pay a non-refundable application fee which remains valid for 2 years.

4.1.6 Any applicant who wishes to transfer to the pain medicine training program from the pain medicine Specialist International Medical Graduate (SIMG) process will need to apply to the Director of Professional Affairs FPM Education to determine their eligibility. The total period of time an individual can be a pain medicine SIMG and pain medicine trainee is five years.

4.1.7 Overseas trained specialists may train in pain medicine (as a post-specialist program). To be eligible for fellowship of the faculty, they must meet the requirements of by-law 3 within five years of commencing the FPM training program.

4.2 Foundations of pain medicine

Retired August 2021

4.3 The FPM training program

4.3.1 The FPM training program comprises a minimum of two years (104 weeks) full-time equivalent of approved clinical experience directly related to pain medicine.

4.3.2 There are two stages of the FPM training program; the core training stage (see by-law 4.4) and the practice development stage (see by-law 4.5).

4.3.3 The date of commencement of the FPM training program is the date of starting clinical experience in the core training stage. The trainee must have submitted their application with the faculty for training prior to this date.

4.3.4 *Retired August 2021*

- 4.3.5 Trainees must sign the FPM training agreement prior to commencing approved training. The agreement must be submitted annually thereafter by March 31 in order to maintain trainee status. Trainees who fail to comply with the expectations set out in the training agreement will be withdrawn from the FPM training program.
- 4.3.6 The FPM training program must be completed within five years of commencement of the core training stage.
- 4.3.7 Trainees who complete all the requirements of the FPM training program will be eligible to apply for a certificate of completion of training (CCT). (See by-law 3.1.2)
- 4.3.8 Any applicant for the certificate of completion of training who is subject to a trainee support or trainee performance review process must satisfactorily complete all the requirements of these processes before the application will be considered.
- 4.3.9 Trainees are required to maintain accurate and contemporaneous information within the ePortfolio.

4.4 Core training stage

- 4.4.1 The core training stage comprises a minimum of one year (52 weeks) of approved clinical experience in a level one accredited training unit, including normal leave.
- 4.4.2 The initial 6 months of the training must be continuous, allowing for normal leave.
- 4.4.3 Trainees are eligible for the core training stage review when they have completed:
- A minimum of 48 weeks of approved training time in the core training stage.
 - Workplace-based feedback as outlined in the FPM Training Handbook (see by-law 4.6).
 - A satisfactory multisource feedback.
 - Cultural safety training as outlined in the FPM Training Handbook.
 - A minimum of four in-training assessments with at least three assessed as satisfactory including the last ITA (see by-law 4.7).

4.4.3.1 *Retired November 22*

- 4.4.4 Trainees must complete the core training stage review to be eligible to progress to the practice development stage. The date of progression to the practice development stage cannot be earlier than one year (52 weeks) after commencing training.

4.5 Practice development stage

- 4.5.1 The practice development stage comprises a minimum of one year (52 weeks, including normal leave) of supervised experience directly related to pain medicine
- 4.5.2 Trainees are eligible to commence the practice development stage only after completing the core training stage review and approval of their PDS proposal.
- 4.5.2.1 The PDS can be completed in:
- An FPM accredited training unit.
 - Multidisciplinary teams with integrated processes and practice within a sociopsychobiomedical model.

- The supervised clinical experience pathway of the Procedures Endorsement Program.
 - Subspecialty or subspecialties related to pain medicine, but not normally within the trainee's primary speciality.
 - Research project (must include a minimum 0.5 FTE clinical practice).
- 4.5.2.2 The minimum duration of a practice development stage training placement is 3 months FTE excluding normal leave.
- 4.5.3 The PDS proposal form must be completed and submitted to the faculty prior to commencement of the PDS. The *FPM Training Handbook* details the requirements for completing the PDS proposal.
- 4.5.5 Trainees who are not in an accredited pain medicine training unit must prospectively nominate a practice development stage (PDS) supervisor who must be a fellow of the FPM.
- 4.5.4.1 Trainees who train in a unit where there is no FPM fellow require a placement supervisor in addition to a PDS supervisor as outlined in the *FPM Training Handbook*. The placement supervisor is responsible for the supervision and assessment of the trainee on a daily basis. The placement supervisor will liaise with the PDS supervisor around the performance of the trainee.
- 4.5.4.2 Trainees undertaking research as part of the practice development stage must:
- provide a research proposal including Human / Animal Research and Ethics approval to the FPM DPA Education for prospective approval.
 - have an approved research supervisor who is prepared to provide oversight for the project and support for the trainee
 - Submit the completed project to the faculty for assessment by an independent FPM fellow prior to award of the certificate of completion of training.
- 4.5.5 The practice development stage review is performed by the SOT/PDS supervisor no earlier than 48 weeks after commencement of the PDS, to confirm that the trainee has completed:
- A minimum of 48 weeks of approved training time in the practice development stage. The date of completion of the PDS cannot be earlier than one year (52 weeks) after commencing the PDS.
 - Workplace-based feedback as outlined in the *FPM Training Handbook* (see by-law 4.6).
 - In-training assessments for each quarter of training in the practice development stage with at least three assessed as satisfactory, including the final ITA. (see by-law 4.7).
 - A satisfactory multisource feedback.
 - Cultural safety training as outlined in the *FPM Training Handbook*,
 - Evaluation of the PDS proposal and the learning outcomes achieved.

4.5.5.1 Trainees undertaking a trainee support or trainee performance review process, must complete the process satisfactorily prior to undertaking the practice development stage review.

4.5.6 Trainees must submit the practice development stage review in order to receive the certificate of completion of training.

4.6 Workplace-based feedback

4.6.1 Trainees must complete workplace-based feedback (WBF) during the FPM training program as outlined in the *FPM Training Handbook*.

4.6.2 Workplace-based feedback must be completed in the trainee's ePortfolio with a minimum of three WBFs undertaken and recorded per ITA period.

4.6.3 During the training program, trainees must engage a minimum of four different assessors to undertake the workplace-based feedback tools.

4.6.4 During the core training stage, trainees must complete a WBF tool in each of the Essential Topic Areas.

4.7 In-training assessments

4.7.1 Trainees must complete in-training assessments (ITAs) at quarterly (three monthly) intervals during the FPM training program.

4.7.2 The trainee must complete the in-training assessment in consultation with their supervisor of training (SOT) or practice development stage supervisor as appropriate.

4.7.3 Trainees must complete in-training assessments within 10 working days of completing the quarter. Failure to complete an in-training assessment within four weeks of the end of the period will result in that period being deemed interrupted training.

4.7.4 The trainee must discuss the workplace-based feedback undertaken during the preceding quarter with their supervisor of training or practice development stage supervisor at the in-training assessment meeting.

4.7.5 When an in-training assessment is deemed progressing with conditions, the trainee must undertake remedial activities during the subsequent quarter as negotiated with the supervisor of training or practice development stage supervisor.

4.7.6 When two consecutive in-training assessments are deemed progressing with conditions, or one in-training assessment is deemed unsatisfactory, the trainee:

- Will enter the trainee support process as outlined in the FPM Training Handbook.
- Will undertake a trainee support process as negotiated between the trainee and their SOT/PDS Supervisor and notified to the faculty. They may be required to undertake extended training time to accommodate the remedial activities.

4.7.7 The trainee support process will run between three and six months and will be assessed at subsequent in-training assessments.

4.7.7.1 A satisfactory assessment in the first or second in-training assessment subsequent to the commencement of the trainee support process will complete the process with no further remediation required.

4.7.7.2 If the in-training assessment at six months following commencement of the trainee support process is assessed as progressing with conditions or unsatisfactory the trainee will enter the trainee performance review process (refer to by-law 4.16).

4.8 Long case assessment

4.8.1 Trainees must pass one local long case assessment prior to completing one external long case assessment.

4.8.2 The external long case assessment will be conducted in regions in Australia, New Zealand and Hong Kong as scheduled in the annual timetable.

4.8.3 Trainees may present for the external long case assessment if by the published closing date, they have:

- Completed at least one satisfactory ITA.
- Completed the physical examination assessment.
- Passed one local long case assessment.
- Applied on the approved form and paid the long case assessment fee.

4.8.4 Candidates who withdraw their application in writing before the closing date of the external long case assessment may be refunded the fee paid.

4.8.5 Candidates who withdraw from the external long case assessment on or after the closing date or who fail to attend the assessment will forfeit the assessment fee.

4.8.6 Candidates may withdraw on medical or compassionate grounds before the external long case assessment. If on medical or compassionate grounds a candidate is unable on the day to present for the assessment, the candidate must submit a written notice and provide evidence of cause within seven days of the assessment. A new application must be submitted if the candidate wishes to present for a subsequent assessment.

4.8.7 If a candidate is ill during the external long case assessment, the chair, Examination Committee must be notified. If appropriate, the candidate's program will be rescheduled within the assessment, or the candidate will be advised to withdraw. No special consideration will be given to a candidate who elects against advice to continue with the assessment.

4.8.8 Prospective candidates with a chronic illness or disability which they believe may impact detrimentally on their performance in the external long case assessment will be considered for assistance appropriate to their disability, provided that this assistance does not compromise the fairness or reliability of the assessment. If a trainee believes that such consideration should be given to their particular circumstances, a fully documented application should be submitted to the chair, Examination Committee at least four weeks prior to the published assessment closing date.

4.8.9 The presence of medical or compassionate grounds as justification for a partial or full refund of the external long case assessment fee will be determined by the chair, Examination Committee, provided that the refund is applied for within seven days of withdrawal or failure to appear.

4.9 Scholar role activity

4.9.1 Trainees must successfully complete one scholar role activity as outlined in the *FPM Training Handbook*.

4.10 Fellowship examination

4.10.1 Trainees must successfully complete the Fellowship Examination.

4.10.2 Trainees may present for the examination if by the published closing date, they have:

- Completed at least two in-training assessments with the most recent having been deemed as satisfactory. This includes completion of the minimum workplace-based feedback informing those in-training assessments.
- Completed the physical examination assessment.
- Applied on the approved form and paid the fellowship examination fee.

4.10.3 Candidates who withdraw their application in writing before the closing date of the examination may be refunded the fee paid. Candidates who withdraw from the examination on or after the closing date or who fail to attend the examination will forfeit the examination fee.

4.10.4 Candidates may withdraw on medical or compassionate grounds before the examination. If on medical or compassionate grounds a candidate is unable on the day to present for the examination, the candidate must submit a written notice and provide evidence of cause within seven days of the examination. A new application must be submitted if the candidate wishes to present for a subsequent examination.

4.10.5 If a candidate is ill during the examination, the chair, Examination Committee must be notified. If appropriate, the candidate's program will be rescheduled within the examination, or the candidate will be advised to withdraw. No special consideration will be given to a candidate who elects against advice to continue with the examination.

4.10.6 Prospective candidates who have chronic illness or disability that they believe may impact detrimentally on their performance in the examination will be considered for assistance appropriate to their disability, provided that this assistance does not compromise the fairness of the examination. If a trainee believes that such consideration should be given, a fully documented application should be submitted to the chair, Examination Committee at least four weeks prior to the published examination closing date as outlined in the ANZCA and FPM Special Consideration policy.

4.10.7 The presence of medical or compassionate grounds as justification for a partial or full refund of the examination fee will be determined by the chair, Examination Committee provided that the application for a refund occurs within seven days of withdrawal or failure to appear.

4.10.8 Trainees who fail the examination on two or more occasions, are required to attend a remediation interview

4.10.9 Trainees unsuccessful in the exam after five attempts will be withdrawn from the FPM training program and are ineligible to re-apply.

4.10.9.1 Trainees who have transitioned from the FPM SIMG process will have a total of five attempts at the FPM Fellowship Examination. Any attempts during the SIMG process will reduce by the same number, the total number of allowed attempts during the training program.

4.11 Fees

4.11.1 The annual training fee

4.11.1.1 Trainees commencing the FPM training program must pay the non-refundable annual training fee (ATF). This is calculated on a monthly pro rata basis from the calendar month in which approved training commences and must be paid within four calendar weeks of commencement, and by January 31 in each subsequent calendar year.

4.11.1.2 Trainees failing to pay the ATF by January 31 (or within four weeks of commencing the FPM training program) will enter interrupted training between January 31 and the receipt of payment by the faculty. Trainees experiencing financial hardship should contact the faculty prospectively; each case will be considered on an individual basis.

4.11.1.3 Trainees who have not paid the ATF by February 28 in any calendar year, other than the first year of approved training, will have their status changed to “not financial”. This will render them unable to accrue any training program requirements.

4.11.1.4 Trainees who undertake an approved period of at least 52 calendar weeks in part-time training are entitled to a pro rata ATF based on the percentage of full-time equivalent rounded to the nearest tenth (see by-law 4.14.1). If this period of part-time training crosses two calendar years, the pro rata ATF will be charged at the ATF applying to each calendar year. Where an ATF for any part of the period has already been paid a credit will be issued.

4.11.1.5 Trainees in prospectively approved interrupted training of at least 13 weeks including normal leave will pay a reduced ATF based on the number of months in training.

4.11.1.6 Trainees who fail to pay the ATF by March 31 of the year in which the ATF applies will be deemed to have withdrawn from the training program and their training record will be archived. To recommence training, they must apply to the Director of Professional Affairs FPM Education justifying renewal of their application; a new application fee will apply. Those accepted will not be liable for fees covering the period during which they were not in training.

4.11.1.7 Trainees are required to pay the full ATF for the calendar year beginning January 1 in which they will complete training. Following admission to Fellowship the trainee will receive credit, on a pro rata monthly basis, for the unused portion of the ATF.

4.11.2 Registration maintenance fee

4.11.2.1 The non-refundable registration maintenance fee (RMF) applies to trainees in interrupted training (see by-law 4.14.2) and those who have completed their clinical experience requirements but have summative assessment requirements outstanding. It is due from January 1 and must be paid by January 31. Trainees failing to pay the RMF by March 31 of that year will be deemed to have withdrawn from training.

4.11.2.2 Trainees who after January 1 in a calendar year commence a prospectively approved period of at least 13 consecutive weeks of interrupted training will be eligible for the RMF. Trainees who prior to January 1 have prospective approval for this future period of interrupted training will be invoiced at the start of this calendar year for the RMF that

applies to them.

- 4.11.2.3 Trainees undertaking interrupted training for a period of less than 13 consecutive weeks are not eligible for the RMF and must pay the full ATF.
- 4.11.2.4 The RMF will be calculated on a pro rata basis based on the total number of months spent in interrupted training. If this consecutive period of interrupted training crosses two calendar years, the pro rata RMF will be charged at the RMF applying to each calendar year.
- 4.11.2.5 A pro rata RMF is calculated starting from the calendar month in which a trainee commences interrupted training. The RMF does not apply to a month during which a period of interrupted training ends and approved training is also resumed. A pro rata ATF is calculated starting from the month in which the interrupted training period finished.
- 4.11.2.6 Trainees in interrupted training who return to a training position earlier than planned must pay the additional ATF owing within four weeks of re-commencing training. Failure to pay the additional ATF within four weeks will result in the trainee remaining in interrupted training. Trainees entering approved interrupted training are entitled to receive a refund of any excess ATF within four weeks.
- 4.11.2.7 Trainees who fail to pay the RMF within three calendar months of the commencement of the period to which the RMF applies will be deemed to have withdrawn from the training program and their training record will be archived. To recommence training they must apply to the Director of Professional Affairs FPM Education justifying renewal of their application; a new application fee will apply. Those accepted will not be liable for fees covering the period during which they were not in training.

4.12 Recognition of prior experience

- 4.12.1 Registered medical practitioners who worked in pain medicine for a minimum of 52 weeks FTE (less normal leave) and were either not registered with the FPM training program or who were registered, but not in training in a level 1 accredited training unit, may be granted a maximum of three months (13 weeks) recognition of prior experience (RPE) towards the practice development stage.
- 4.12.2 Registered medical practitioners who have trained and qualified in pain medicine outside the FPM training program within three years of commencing FPM training and who do not meet the requirements of the SIMG process (see ANZCA regulation 23), or have withdrawn from the SIMG process, may apply to have training time and other requirements approved for recognition of prior experience. A maximum of six months (26 weeks) recognition of prior experience may be granted towards the practice development stage.
- 4.12.3 Direct experience in pain medicine must be obtained in a Faculty-accredited unit or in a multidisciplinary unit(s) with equivalent facilities and staffing. Workplace-based feedback equivalent to those of the FPM training program must have been completed.
- 4.12.4 Trainees must submit their application including evidence of workplace-based feedback and the nominated fee to the Director of Professional Affairs FPM Education prior to submitting their practice development stage proposal.
- 4.12.5 The granting of recognition of prior experience in the practice development stage is contingent upon the trainee satisfactorily completing the core training stage review.

4.13 Normal leave

- 4.13.1 Normal leave includes annual leave, personal leave, and study leave.

4.13.2 Normal leave may be no more than eight weeks (pro-rata) per hospital employment year.

4.13.3 Trainees who require a period of leave in excess of eight weeks must apply for interrupted training (see by-law 4.14.2).

4.14 Variations in training program

4.14.1 Part-time training

4.14.1.1 Application for part-time training must be made in writing prospectively to the Director of Professional Affairs FPM Education. Each application will be considered on an individual basis.

4.14.1.1 The trainee must provide evidence that the application for part-time training is supported by the director of the training unit.

4.14.1.2 Trainees undertaking part time training must complete all requirements of the training program, within five years of commencement of the core training stage.

4.14.1.3 Part-time training must be at a minimum of 0.5 full-time equivalent per week.

4.14.1.4 Normal leave for part-time trainees will be on a pro-rata basis.

4.14.2 Interrupted training

4.14.2.1 Any period of leave in excess of the permitted normal leave (see by-law 4.13) constitutes interrupted training.

4.14.2.2 Application for interrupted training must be made prospectively to the Director of Professional Affairs FPM Education on the approved form.

4.14.2.3 In circumstances in which prospective application is not possible, applications must be made at the earliest opportunity.

4.14.2.4 During interrupted training, the trainee:

- May not accrue training time.
- May not perform workplace-based feedback.
- May not submit in-training assessments.

but

- May submit the scholar role activity.
- May attempt long case assessments.
- May attempt the fellowship examination.

4.15 Trainees with illness or disability

4.15.1 Trainees may be unable to perform their duties adequately due to illness or disability. They may also need special assistance as a result of ongoing disability. Trainees with illness or disability may contact the faculty for special consideration based on their individual circumstances.

4.15.2 Trainees have a responsibility to ensure that they are fit to practise in accordance with standards set by the relevant regulatory authorities.

- 4.15.3 Fellows supervising trainees who are ill or disabled must ensure that patient safety is not put at risk or trainees disadvantaged.
 - 4.15.4 Maintenance of confidentiality and the protection of the trainee's privacy must be ensured. The exceptions are the mandatory reporting requirements to external regulatory authorities, and where immediate patient safety is at risk.
 - 4.15.5 Trainees should notify the faculty of any illness or disability that would preclude the safe practice of pain medicine. In cases where patient safety may be affected, the faculty reserves the right to notify medical regulatory bodies or other appropriate authorities.
 - 4.15.6 At the start of each calendar year trainees must sign a declaration of their fitness to practise via the *Training Agreement*.
- 4.16 Trainee performance review**
- 4.16.1 On occasion the performance of a trainee may require an independent review to determine their future in the training program. Details of the trainee performance review (TPR) process are outlined in the *FPM Training Handbook*.
 - 4.16.2 The TPR process must be initiated:
 - 4.16.2.1 When FPM representatives perceive that local remedial measures under by-law 4.7.5 and 4.7.6 have failed to resolve a trainee's problems.
 - 4.16.2.2 When conditions have been imposed by or undertakings agreed with a relevant registration authority regarding a trainee's practice, or their registration has been suspended or removed (by-law 4.17).
 - 4.16.2.3 When, a majority of the dean and two nominated board members determine that there are reasonable grounds for believing that there are serious concerns about the trainee's performance including professionalism.
 - 4.16.2.4 When a trainee wishes to initiate this process because the trainee perceives that interpersonal relationships in the workplace have broken down and are preventing a fair and valid assessment of their performance and progress.
 - 4.16.3 A TPR review team will be determined and may, if considered appropriate or necessary, utilise information deriving from assessments conducted within the FPM training program. The trainee is obligated to do all things reasonably necessary to make applicable information deriving from assessments available to the review team, while remaining free to comment on these assessments and raise any material concerns.
 - 4.16.4 Other than in the circumstances specified in by-law 4.17, the review team is required to recommend:
 - 4.16.4.1 That the trainee continues in training without conditions; or
 - 4.16.4.2 That the trainee continues in training subject to meeting certain conditions or requirements (for example, agreeing to undergo remediation); or
 - 4.16.4.3 That the trainee is removed from the FPM training program.

- 4.16.5 The review team will submit a report and recommendation to the executive director, Faculty of Pain Medicine, who will table it for consideration by the TAEC. The decision will be communicated to the trainee, supervisor of training or practice development stage supervisor, and other bodies as appropriate, including where necessary registration authorities and/or employing authorities.
- 4.16.6 If the decision is that the trainee is to continue in training subject to meeting certain conditions or requirements the trainee will be suspended from normal training effective from the date of the decision.
- 4.16.6.1 When subject to a TPR, it is the trainee's responsibility to comply with all conditions or requirements, with the support of relevant supervisor of training/practice development stage supervisor, under oversight of the chair, Training and Assessment Executive Committee.
- 4.16.6.2 When all recommended processes have been completed, the supervisor of training/practice development stage supervisor must submit a final report to the executive director, Faculty of Pain Medicine. This report will provide a global assessment taking account of the trainee's compliance with all requirements of the TPR process based on all assessments undertaken during the TPR. The report will be considered by the TAEC, for a final determination on the outcome of the TPR.
- 4.16.6.3 If there has been satisfactory compliance with the recommendations, and the trainee has achieved the required level of performance, the trainee may resume normal training from the date of the decision.
- 4.16.6.4 If there has not been satisfactory compliance with the recommendations, and/or the trainee has not achieved the required level of performance, the trainee will be removed from the FPM training program from the date of the decision.
- 4.16.6.5 Trainees removed from the training program under these circumstances cannot apply for re-entry into the FPM training program.
- 4.17 Trainees under conditions, suspended or removed from the register by the registration authority**
- 4.17.1 Medical practitioners may have conditions placed on their practice or may be suspended or removed from registration by the relevant registration authority. This may result from health-related issues or be the outcome of a disciplinary process.
- 4.17.2 Trainees subject to the imposition of conditions, suspension or removal have an obligation to inform the faculty that this is the case.
- 4.17.3 When the faculty is advised by the trainee or otherwise becomes aware that a trainee within the FPM training program is subject to such conditions, suspension or removal, the following will occur:

- 4.17.3.1 If **conditions** are placed on a trainee's practice, the trainee will be placed in interrupted training from the date the conditions are imposed. At the earliest opportunity a trainee performance review (TPR) (see by-law 4.16) must be undertaken, the trainee being advised of any concerns the faculty may have arising out of the registration authority's decision and being given an opportunity to respond to these concerns. The TPR will determine whether the trainee may resume approved training while the registration authority's conditions are in place, and if so, whether conditions should be imposed in addition to those determined by the registration authority, including a possible requirement for special supervision. This TPR process must take account of concerns for patient safety, trainee welfare, the effect of conditions on the clinical experience required by the trainee if training is to resume, and the trainee's prior record with the faculty.
- 4.17.3.2 If **suspended** from the medical register, a trainee will be placed in interrupted training from the date of such suspension. Should the trainee have the suspension lifted, and wish to return to practice and to resume the FPM training program, they must advise the faculty of this in writing within 28 days of the suspension being lifted. A TPR (see by-law 4.16) must be undertaken to determine FPM's requirements for the resumption of training. In the absence of such advice, after 28 days following the lifting of the suspension the trainee will be deemed to have withdrawn from the FPM training program.
- 4.17.3.3 If **removed** from the medical register, a trainee will be removed from the FPM training program and not permitted to continue in training or re-apply to join the training program.
- 4.17.4 If a trainee has completed all requirements of the FPM training program and is applying for the certificate of completion of training or admission to fellowship at the time the registration authority's decision is imposed:
- 4.17.4.1 Where the applicant does not hold current registration to practise at the time of application they will not receive the certificate of completion of training or be admitted to fellowship.
- 4.17.4.2 Where the applicant has conditions imposed on their practice, a TPR (see by-law 4.16) must be undertaken to determine whether conferment of the certificate of completion of training or admission to fellowship may proceed or must be deferred until the imposed conditions are lifted.

4.18 Withdrawal from training

- 4.18.1 Trainees intending to withdraw from the FPM training program should advise the faculty in writing.
- 4.18.2 Should the trainee who has withdrawn from training wish to re-enter the FPM training program, they must make application to the DPA FPM Education.

4.19 Prizes

4.19.1 Barbara Walker Prize for Excellence in the Fellowship Examination

- 4.19.1.1 The Barbara Walker Prize for Excellence in the Fellowship Examination may be awarded to the top candidate provided that an overall mark of at least 70% has been achieved.
- 4.19.1.2 A re-presenting candidate is eligible to be awarded the Barbara Walker Prize for Excellence in the Fellowship Examination.

4.19.2 Merit List

- 4.19.2.1 A certificate that recognises a pass with merit in the fellowship examination may be awarded to the meritorious candidate(s).
- 4.19.2.2 Candidates who have shown excellence in the examination and have achieved a mark in the top 10% of the candidature will be eligible for inclusion on the merit list.
- 4.19.2.3 A re-presenting candidate is eligible for inclusion on the merit list.

4.20 Ability to change the rules or individual applications of the rules

- 4.20.1 Trainees may apply to the Director of Professional Affairs FPM Education for exemptions to by-law 4; these will be considered on a case-by-case basis having regard to the particular circumstances of each case.
- 4.20.2 Any such exemptions will not set any precedent for future decisions regarding by-law 4.
- 4.20.3 The FPM Board exercises the right from time-to-time to make changes to bylaw 4. The most recent iteration of this bylaw may be found on the FPM website. The information in this by-law is effective from the date determined by the FPM Board. At that time all other versions of this by-law are rescinded.

4.21 Reconsideration, review and appeal

- 4.21.1 Any person who is dissatisfied with a decision made under by-law 4 may apply to have that decision reconsidered. The processes of reconsideration, review and appeal will follow ANZCA regulation 30.

Change control register

| Version | Author | Approved by | Approval date | Sections modified | Date of next review |
|---------|---|-------------|---------------|--|---------------------|
| 1.0 | By-laws working group | Board | 28/10/14 | Created | 2015 |
| 1.1 | Curriculum Release 2 Project Steering Group | Board | 27/7/2015 | 4.1.5 Eligibility and application for the FPM training program 4.5 Practice Development Stage 4.8 Long case assessment 4.7.6 in-training assessments 4.11.1.7 Annual training fees 4.15.6 Trainee with illness or disability | 2015 |
| 1.2 | Learning and Development Committee | Board | 25/7/2016 | 3.4.3 The FPM Training Program | 2017 |
| 1.3 | TAEC | Board | 3/1/2017 | 4.4 Core training stage 4.5.5 Practice Development Stage 4.8.1, 4.8.2, 4.8.3 Long Case Assessment | 2018 |
| 1.4 | TAEC | Board | 10/7/2017 | 4.12.2 Recognition of prior experience | 2018 |
| 1.5 | TAEC | Board | 15/11/2017 | Amended workplace-based assessment term to workplace-based progressive feedback 4.4.3, 4.5.5, 4.6, 4.7.4, 4.12.3, 4.14.2.4 4.10.2 Fellowship Examination | 2018 |
| 1.6 | TAEC | Board | 18/10/2018 | 4.1 Eligibility and application for the FPM training program 4.2 Foundations of pain medicine 4.3 The FPM training program 4.4 Core training stage | 2020 |
| 1.7 | TAEC | Board | 17/10/2019 | 4.5 Practice Development Stage 4.8 Long Case Assessment | 2021 |
| 1.8 | TAEC | Board | 19/9/2020 | 4.12 Recognition of Prior Experience | 2022 |
| 1.9 | TAEC | Board | 29/8/2021 | Amendments to language throughout. 4.1 Eligibility and application for the FPM training program 4.2 Foundations of pain medicine 4.3 The FPM training program 4.4 Core training stage 4.5 Practice development stage 4.15 Trainees with illness or disability 4.16 Trainee performance review | 2024 |
| 1.10 | TAEC | Council | 4/11/2022 | Retire the requirement to complete the BPM program. Update FPM Assessor role to DPA FPM Education, Language changes including WBPF to WBF. | 2023 |
| 1.11 | TAEC | Council | 1/12/2023 | Adjustment of time terminology for a year of training from 44 weeks exclusive normal leave to 52 weeks inclusive of normal leave. Terminology throughout to reflect the change from paper forms to an online ePortfolio. Adjustment to the supervision arrangements in the PDS for trainees training at a PDS accredited unit. | 2024 |
| 1.12 | TAEC | Council | 6/12/2024 | Added in cultural safety training requirements (4.4.3, 4.5.5) Updates to WBF requirements (4.4.3, 4.5.5, 4.4.6) Research in the PDS requirements (4.5.4.2, | 2025 |

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| | | | | Clarity around maximum number of attempts at the Fellowship Exam (4.10) Progression processes (4.4.4, 4.5.5, 4.5.5.1, 4.7.3) Change from the clinical case study to scholar role activity (4.9, 4.14.2.4) Recognition of prior experience (4.12) General language updates. | |
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