

Performance assessment process information

Introduction

The performance assessment (PA) is one component of assessments for Faculty of Pain Medicine (FPM) specialist international medical graduates (SIMGs) who are assessed as substantially comparable (SC) or partially comparable (PC) at the structured interview stage. The PA assesses the professional performance of SIMGs against a standard that would be reasonably expected of a specialist pain medicine physician who has been trained in Australia or New Zealand recently.

The PA is conducted by two FPM fellows. The successful completion of the PA, clinical practice assessment, and any other requirements detailed in the ANZCA outcome report sent after interview will lead to eligibility to apply for fellowship of the Faculty of Pain Medicine, Australian and New Zealand College of Anaesthetists (FFPMANZCA).

The following is intended to assist you in preparing for your assessment.

Before the performance assessment

The first step in the PA process is to organise a date that is suitable for you, your department and both the assessors.

Documents required

A timetable for the visit

We'll forward information regarding completion of the timetable to you once your PA date has been confirmed.

10 pain medicine records

Initial assessment demonstrating the clinical reasoning and formulation, treatment plan, and correspondence to and communications with, relevant healthcare practitioners.

These records should:

- Have patient information de-identified.
- Be the entire patient file including all pain medicine records. As a minimum, the file should include the consultation record including assessment and treatment plan, referral documentation, and any subsequent pain medicine consultations.
- At least half of the records should be from cases in the past three months.
- Include cases that were challenging and/or had complications.
- Be from a variety of causes of pain. (See FPM curriculum: Essential topic areas).

Other documents

You should ensure that you have the following available for review by the assessors:

- Current certificate of registration.

- Evidence of continuing professional development (CPD) in the ANZCA and FPM CPD program.
- Details of any secondments undertaken (if applicable).
- Any other documents that you consider applicable.

We'll provide the assessors with the following documentation prior to your PA:

- Completed PA timetable.
- ANZCA outcome report.
- Signed acknowledgement and release from the hospital.
- Signed acknowledgement and release from you.
- Information on the hospital.
- Current curriculum vitae.
- Position description.
- Clinical practice assessment reports.
- CPD statement of participation.
- 10 de-identified medical records.
- Any other documents that are considered relevant.

Organising the assessment

Multi-source feedback (MsF)

When scheduling interviewees, you should ensure that you provide them with a copy of the document "PA information for interviewees", and the interviews scheduled must align with the requirements on the "PA timetable information for SIMG", which will both be provided to you in due course.

The central assessor will review the list of interviewees ahead of time and notify you if the MsF doesn't meet the required criteria so that further interviewees can be sourced prior to the PA.

You should arrange a private room with a table and chairs where the assessors can meet and the interviews can take place. Easy access to a telephone is essential. You should also provide some water and writing materials.

Clinic

You should schedule the clinic in order to have adequate time on the day for the initial and final interviews with the assessor. You should also have another specialist pain medicine physician available to relieve you for breaks throughout the day (if needed) and later in the day for your final interview.

It's in your best interest to present a varied and interesting clinic list. However, we understand that this isn't always possible and you won't be penalised. Your list should be for a full half day, with multiple patients. This should include a minimum of **two** patients unknown to you and **two** review patients. The schedule should also include a mid-morning break.

It's helpful to have a clerical staff member available who can facilitate the flow of interviewees.

On the day of the performance assessment

- Both assessors meet with you early in the morning to discuss the day's program and timetable and answer any queries. They confirm consent by all relevant parties for their presence.
- One assessor will observe your morning clinic and, when appropriate, may ask you questions during your practice.
- The other assessor will speak with those staff chosen by you for interview according to your prepared timetable and start the medical record review.
- Frequently, there are delays due to last-minute unavailability of selected staff. Re-arrangement of the interview program is not unusual and is unlikely to be a problem. The clerical officer can again be very helpful in facilitating such changes.
- Both assessors will meet with you mid-afternoon to discuss scenarios from your 10 de-identified pain medicine cases, and other contemporary pain medicine issues, raise any issues of concern and seek clarification where necessary. At this point you may ask the assessors any questions you have. You'll be asked for feedback on your experience with the SIMG pathway and PA process, which will be forwarded to the SIMG unit for quality improvement.

After the assessment

Please be aware that you won't receive the outcome of your PA on the day. Following the assessment, both assessors prepare a report and recommendations for consideration by the college.

Please note that while the outcome of the PA will be sent to SIMGs, a copy of the report will not be provided to you.

Confidentiality, privacy, and appeal

Assessors are bound by confidentiality at all times and may not disclose confidential information except in the proper course of the assessor's role.

We're committed to ensuring the privacy of individuals. All information is collected in compliance with the Australian Privacy Principles – Privacy Act 1988 (Australia) and the Information Privacy Principles – Privacy Act 1993 (New Zealand) as outlined in the [ANZCA Privacy Policy](#).

You're entitled to have any ANZCA decision reconsidered, reviewed or appealed if you wish. ANZCA Regulations 30 and 31, which outline these processes, are available on [our website](#).