

Practice development stage proposal Instruction Sheet

The intent of the practice development stage (PDS) is to provide an opportunity for trainees to explore aspects of pain medicine not covered in detail during the core training stage, consolidating knowledge and skills from prior pain medicine training and in areas of subspecialty pain medicine practice. Learning outcomes included in the PDS proposal must be directly relevant to pain medicine. Prior to completing the proposal, the trainee should identify their learning needs by reflecting on their training to date and their learning and development goals. The proposal outlines the learning outcomes, experiences and assessments that will be undertaken by the trainee and must be approved *prospectively* by supervisors and the Faculty Assessor.

Trainees are eligible to commence the practice development stage only after completing the core training stage review and approval of their PDS proposal by the assessor.

Completing the proposal

It is advisable to refer to the training handbook and by-law 4 in preparing your proposal to ensure your proposal covers the training requirements of the practice development stage

Below are the steps taken by the trainee to complete the proposal:

1. **Identify a FPM Fellow to be your PDS supervisor.** They will have overarching supervision for the duration of your PDS. Discuss with the PDS supervisor the placements you intend to undertake. The PDS supervisor will advise you if the placements may be inappropriate. (If you are unsure if a particular training site will be suitable you can seek pre-approval of this from the Faculty assessor prior to submitting your proposal.) Positions in Faculty accredited units or units accredited for training by another medical College are all suitable training sites in which to complete the PDS.
2. **Identify a placement supervisor for each placement.** The placement supervisor need not be a Fellow of the FPM. The PDS supervisor may fulfil the role of the placement supervisor. Placements should be no shorter than 11 weeks and can extend for the entire PDS. If the training site is not accredited for training by the FPM or another medical College the placement supervisor needs to provide details of the site in the *Training site description* section of the proposal.
3. **Together with the PDS supervisor discuss the learning goals and agree on learning outcomes from the FPM Roles in Practice.** These learning outcomes should be taken from section 2 of the curriculum and be achieved throughout the duration of the PDS rather than within individual placements. The emphasis should be on the roles of scholar, health advocate and manager/leader.
4. **With each placement supervisor discuss and agree on learning outcomes applicable to the clinician role to be achieved during the relevant placement(s).** You should develop your individual learning outcomes based on your learning needs and areas of interest. Discussing your learning goals with your supervisor helps to ensure that you will spend your time productively during the placement and that all parties involved are aware of the learning you are trying to achieve. The key to developing your learning outcomes is to make sure they are S.M.A.R.T (Specific, Measureable, Achievable, Realistic and Time-based).

Learning outcomes from the essential topic areas (ETAs) within the curriculum, or from the example optional topic areas (available on the website), may be included in the proposal. They can also provide direction on how to structure your learning outcomes. Learning outcomes explored within the ETA eLearning modules may not be included in the proposal.

5. **Identify specific learning experiences and possible WBPFs (Workplace based progressive feedback) that will help you achieve the agreed learning outcomes.** This should be discussed and agreed with your placement supervisor.
6. Prior to submission the PDS supervisor reviews the proposal and confirms that it is appropriate for completion of the PDS, and will meet the needs of the trainee. Both the PDS supervisor and trainee sign the proposal.
7. **The trainee needs to submit the proposal to the Faculty together with the following documentation** at least eight weeks prior to the planned commencement date in the PDS:
 - The letter of offer, position description and weekly session plan for each placement
 - The PDS supervisor agreement
 - A placement supervisor agreement from each placement supervisor

The proposal is unable to be considered by the Assessor if not accompanied by the required documentation. Retain the original form in your learning portfolio and provide a copy to the PDS supervisor.

8. Following an administrative review the Faculty Assessor will consider whether the training site(s) proposed is/are suitable for PDS training, approve the nominated supervisors and confirm whether the learning objectives are appropriate and relevant to pain medicine. In some cases trainees will need to refine their learning outcomes or identify other training sites in which to complete their training.

Trainees may wish to have the section of their proposal describing the training site approved at the point of applying for positions, to ensure that the position is suitable for the PDS. The full proposal may be developed closer to the due date. The training site section of the proposal may be submitted to the Faculty for approval by the Assessor at any time during the core training stage.

Changes to the proposal

11. If you wish to change your proposal before approval has been granted by the Assessor, you will need to submit the relevant section of the proposal to the Faculty office.
12. If you wish to change your proposal after approval has been granted by the Assessor:
 - i. Changes to PDS or placement learning outcomes may be approved by the PDS supervisor and do not require approval by the Assessor.
 - ii. Changes to supervisors, or changes to placements including training site, FTE, start date, duration or characteristics of position require prospective approval by the Assessor.

Assessment of the proposal

13. Learning outcomes should be reviewed at the quarterly ITA meetings with the PDS supervisor to ensure that progress is being made towards achievement of the learning goals.
14. An evaluation of the PDS goals and achievement of the learning outcomes will be included in the PDS review. The trainee will be encouraged to reflect on whether the PDS unfolded according to plan and the reasons why any specific learning outcomes were not achieved.

If you have any questions about the process or would like advice please contact the Faculty.

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