

**The Hong Kong College of Anaesthesiologists
Board of Pain Medicine**

Guidelines on Accreditation of Training Unit for Fellowship in Pain Medicine

Accreditation of Training Units

1. Training units must be prospectively accredited by the Hong Kong College of Anaesthesiologists for the purpose of vocational training for the Fellowship in Pain Medicine. This is to assure the standards of training and supervision of the training program.
2. All applications for accreditation of training must submit a completed application form to the College and assessed by an inspection team nominated by the Board of Accreditation of the College. The College might request for additional information if necessary. All information gathered shall be related to the accreditation exercise, and restricted to members of the accreditation team only.
3. Applications for accreditation from the Director of the Pain Management Unit (see below) shall be directed to the Accreditation Officer (Pain Med). He shall, on behalf of the Board of Accreditation, liaise with the Director for arrangements of the inspection, and confirm in writing to the Hospital (or equivalent administrative unit) Chief Executive. An accreditation team is assembled with:
 - i. Three members for accreditation, or two members for re-accreditation
 - ii. None of the members working at or affiliated to the inspected unit
4. The accreditation team shall submit a report to the College Council within 4 weeks of the inspection, with:
 - i. a summary of the data gathered in the exercise
 - ii. comments on the quality of training and supervision
 - iii. any deficiencies in training or supervision and, if present, suggestions on remedies
 - iv. recommendations on number and dates of training posts for the vocational training in pain medicine, or other conditions as deemed appropriate.The College Council may accept the report and refer to the Board of Accreditation for final reporting. Alternatively the Council may refer back to the accreditation team for revision or other actions. A final report shall be delivered to the Hospital Chief Executive and the Director of the training unit.
5. The maximal duration of approval for any unit is 5 years. Training unit seeking for re-accreditation shall follow the same process of accreditation. Training units might apply for updates of the accreditation status when there are changes in training in between the accreditation exercises. The Accreditation Officer (Pain Med) shall advise the Board of Pain Medicine and the Board of Accreditation on the appropriate action.

6. The training unit shall have a Director, who:
 - i. Shall be a Fellow in Pain Medicine, or holds an equivalent qualification.
 - ii. Organizes the pain services and the provision of training
 - iii. Ensures the manpower and resource provision with reference to the minimum standards of the College
 - iv. Foster quality assurance programmes within the department or the unit.
 - v. Provide active CME programmes in pain medicine for the pain specialists and the pain trainees, and encourage pain research.
7. The training unit shall have a Supervisor of Training (Pain Med), whose terms and responsibilities are documented in the guideline on appointment and responsibilities of the officers of the Board.
8. The training unit shall have a minimum number of trainers (refer appendix), same as the number of pain trainees at any time. There shall be a trainer for supervising the clinical work of the pain trainee at all times.
9. The training unit shall have specified nurse and clinical psychologist for pain related work. There shall also be access to all of the following:
 - i. Physiotherapy
 - ii. Occupational Therapy
 - iii. Clinical Oncology or Palliative Care
 - iv. Psychiatry
 - v. Radiology
10. The training unit shall have a minimum of 8 non-overlapping sessions of chronic or cancer pain related clinical activities per week, and
 - i. all sessions must be conducted by a trainer
 - ii. a minimum of 4 of these sessions shall be conducted by a trainer with FPM
 - iii. shall include regular interventional sessions with radiology support
 - iv. shall include regular inter- / multi-disciplinary pain management sessions
11. The training unit shall have adequate work load, interventional and inter / multi-disciplinary exposure for each pain trainee according to the guidelines on pain training. Educational support (including access to case notes, library, medical literature database and internet), and clerical support are essential
12. The training unit must have at least 6 regular academic activities on pain medicine per year.
13. Research and educational activities to other healthcare / educational bodies are encouraged.
14. The training unit must conduct annual quality improvement exercises and audits on the clinical services.
15. There shall be access to inpatient beds.

Endorsed by HKCA Council on 26th November 2011
Approved by HKAM Council on 15th December 2011