

Expectations of Appointment - Medical Panellist

Context

Principles for appropriate conduct and behaviour is informed by public service values:

This document is to be read in association with the *Workplace Injury Rehabilitation and Compensation* (“WIRC”) Act 2013, the *Wrongs Act* 1958 and *Public Administration Act* 2004 and any other legislation governing Medical Panels’ procedures and obligations of Medical Panellists under them.

This document should also be read in association with the Convenor’s Directions in relation to WorkCover matters and Wrongs Act matters and Medical Panel policy and process documents such as the Conflict of Interest, Gifts, Benefits and Hospitality and Privacy Policies.

Public Duties

Medical Panellists hold statutory office and in order to earn and sustain public trust in the office, are required to conduct themselves in accordance with public service values described in section 7 of the *Public Administration Act* 2004.

Medical Panellists are expected to adhere to public service values in their dealings with claimants/workers, fellow Medical Panel Medical Panellists and Consultants, the Convenor or Deputy Convenors and the staff at Medical Panels (Victoria).

Responsiveness

1. Medical Panellists should be responsive by providing high quality services to the Victorian community and by identifying and promoting best practice.

Integrity

2. Medical Panellists should act with honesty, openness and be transparent in their dealings.

Impartiality

3. Medical Panellists should make decisions on merit without bias, caprice, favouritism or self-interest and act fairly by objectively considering all relevant facts and fair criteria.
4. Medical Panellists should perform their responsibilities fairly and avoid any real or apparent conflicts.
5. Medical Panellists should make full, clear and accurate disclosure of any matter that conflicts with, or has the potential to be perceived to conflict with, the Medical Panellist’s ability to undertake their role.

Respect for the Law and Accountability

6. Medical Panellists should demonstrate respect for, and carry out their responsibilities in accordance with the law.
7. Medical Panellists should perform their Medical Panel duties to clear objectives and in a transparent manner
8. Medical Panellists should treat all information received while undertaking its duties with confidence unless where it is required by law to disclose.

9. Medical Panellists should not provide comment to the media or in a public forum (such as a conference/seminar) on any Medical Panel referral or on matters of process or procedure without the consent of the Convenor.

Respect for People

10. Medical Panellists should treat claimants, representatives, Medical Panels staff and officials with courtesy, respect and dignity and demonstrate respect for diversity.
11. Medical Panellists should make decisions consistent with human rights
12. Medical Panellists should perform their duties without discrimination, harassment and bullying.

Professionalism

13. Medical Panellists should take reasonable steps to maintain and enhance their knowledge, skills and professional competencies necessary for the performance of their duties including attending in-house or external educational training, professional development or mentor sessions determined by the Convenor
14. Medical Panellists should inform the office of the Convenor in a timely basis of any changes to their availability which might impact the frequency of appointment to a Medical Panel.

Private conduct

Respect for the Law

1. Medical Panellists should demonstrate a respect for the law in their private lives.
2. Medical Panellists must inform the Convenor if they become insolvent under administration or are under investigation for, or are convicted of, an indictable offence or of an offence which, if committed in Victoria, would be an indictable offence.

Impartiality

3. Medical Panellists should avoid any activities, interests or associations which may undermine public confidence in the impartial performance of their Medical Panellist duties.
4. Medical Panellists should not accept gifts or hospitality which could reasonably be perceived to compromise a Medical Panellist's impartiality.

Professionalism

5. Medical Panellists should maintain their registration as medical practitioners with the Australian Health Practitioner Regulation Agency ("AHPRA") and inform the Convenor immediately of any complaint to AHPRA made against the Medical Panellist as well as any conditions imposed upon the Medical Panellist's right to practise
6. Medical Panellists should maintain their fellowship, or membership, of their respective professional peer or discipline body and complete all required continuing professional development activities.
7. Medical Panellists must inform the Convenor if they become aware of any personal or health related issue that may compromise their ability to undertake their role as a Medical Panel Medical Panellist.

Key Medical Panellist obligations

Medical Panellists are expected to contribute to the efficient operation of Medical Panels.

Electronic operating environment

Medical Panellists are expected to actively participate in the Medical Panels electronic operating environment (managing appointments, Panel collaboration using the Medical Panels' portal, word processing and invoicing) and have reliable access to email, current software and hardware to open and edit Microsoft Word files, open Adobe Acrobat PDF files, and other files as required.

Remuneration

1. To ensure timely remuneration, Medical Panellists should provide the Convenor with a tax invoice in accordance with the fees set for the particular referral and appointment to the Medical Panel and in the format specified by the Convenor.

Complaints and Disputes

2. Medical Panellists should communicate any concerns regarding the conduct of a fellow Medical Panellist or Consultant immediately to the Convenor, or in his or her absence one of the Deputy Convenors
3. Medical Panellists should communicate any concerns regarding the conduct of operational staff immediately to the Director.
4. Medical Panellists are required to comply with the Medical Panels Complaints Handling Process.

Resignation and Termination

5. Medical Panellists must provide written notice to the Minister for Workplace Safety if they wish to resign from the List of eligible practitioners.
6. Medical Panellists must provide written notice to the Convenor if they no longer wish to be appointed to Medical Panels.
7. Medical Panellists should ensure that all materials relating to his or her appointment are returned promptly to the office of the Convenor.