

Position Description

Position Title	Medical Panellist		
Classification	Statutory Appointment	Appointment Term	An appointment term is for up to three years (with possibility of re-appointment)
Position Contacts	Jillian Cummins (03) 8256 1524 / 0419 859 897 or E: recruitment@medicalpanels.vic.gov.au		

MEDICAL PANELS

Medical Panels is an alternative dispute resolution service established under the *Workplace Injury Rehabilitation and Compensation Act 2013 (WIRCA)* and the *Wrongs Act 1958 (WA)*. The Opinion of a Medical Panel is accepted as final and conclusive.

Referrals to Medical Panels under the *Workplace Injury Rehabilitation and Compensation Act 2013 (WIRCA)* include medical questions related to the material contribution of a worker's employment to their medical condition or to the worker's impairment, work capacity or need for medical services. Referrals related to the *Wrongs Act 1958 (WA)* relate to medical questions about impairment resulting from personal injuries. Matters can be referred to a medical panel under the workers compensation legislation by officers from either the Workplace Injury Commission, a Victorian court, the Victorian Civil and Administrative Tribunal, WorkSafe Victoria and its Authorised Agents or a self-insured employer. Respondents refer matters under the *Wrongs Act*.

Medical Panels comprises a Convenor, Deputy Convenors and Medical Panellists. Legal advisors and specialist operational staff support the proper functioning of Medical Panels.

Individual medical panels are constituted to hear each of around 4,000 referrals each year. Each independent Panel consists of a Presiding Member and specialist Medical Panellists, selected appropriate to the medical conditions being assessed, the medical questions asked and the Medical Panellists area of expertise.

Medical Panellists are appointed by the Governor in Council and nominated to the List of Eligible Members (the List) by the Minister for Workplace Safety on the recommendation of the Convenor of Medical Panels.

Medical Panellists have sound clinical analytical and communication skills and are able to work in a collegiate manner with other medical practitioners from a range of medical disciplines.

Consultations and examinations of workers and respondents take place in a non-adversarial setting, usually in the Consulting Rooms at Medical Panels (485 Latrobe Street, Melbourne) however, consultations can occur by videoconferencing or less frequently, in Panellist's consulting rooms, especially where specialist equipment is required for an examination. Hearings are booked around practitioner availability, making the work at Medical Panels flexible.

REMUNERATION

Medical Panellists are independent contractors who are remunerated for each referral at rates approved by the Victorian Government as per the Gazetted Fees (See Gazetted Fees)

VALUES AND GUIDING PRINCIPLES

Victorian Public Sector Values

Medical Panellists are public officials pursuant to the Public Administration Act 2007.(The Act)
The Public Sector Values are-outlined in Section 7 of the Act.



Public sector officials are obliged to abide by these values publically and professionally.

For more information on Public Sector Values, visit: <https://vpsc.vic.gov.au/ethics-behaviours-culture/public-sector-values/>

ROLE CONTEXT

After a referral is made, the Convenor or Deputy Convenors appoint members to the medical panel from the List based on the nature of the dispute, the type of injuries involved and the questions asked. Given the nature of the cases referred, some specialities may be appointed more frequently than others (for example orthopaedic surgery, neurosurgery, and psychiatry).

The role of a medical panel is to provide an Opinion on referred medical questions that is impartial; evidence-informed; shows the path of reasoning upon which that decision was made (Reasons) and complies with the relevant Act.

Medical Panellists are responsible for:

- Contributing discipline-specific expertise
- Taking specific aspects of history and examination
- Interpreting investigations
- Drafting discipline-specific reports/information
- Making medical decisions that are compliant with the relevant Act (with assistance from the legal advisers as required)
- Reviewing and approving draft Opinions and Reasons (O&Rs)

Some Medical Panellists will perform a Presiding Member role. Presiding Members are responsible for:

- Leading the consultation and examination
- Coordinating the Panel interaction with the worker/claimant
- Collating reports/information from different members
- Liaising with the legal advisors to ensure the medical decisions are compliant with the relevant Act
- Preparing the draft Opinion and Reasons (O&R)
- Liaising with Members to strengthen the O&R
- Finalising the O&R

KEY ACCOUNTABILITIES

In addition to the responsibilities listed specifically to the roles above, Presiding Members and Members are also expected to:

- bring an understanding of, or commitment to, learning about medico-legal issues;
- to collaborate effectively through a web-based document management platform, to produce a legally binding document;
- attend an induction program and to participate in ongoing professional development programs;

complete appropriate education including the approved training to conduct impairment assessments in accordance with the AMA4 Guidelines to the Evaluation of Permanent Impairment or other statutory requirements

Key Selection Criteria

Criteria	Skills, knowledge and attributes
Panel Professionalism	<ul style="list-style-type: none"> • Demonstrates a commitment to developing an understanding of the Medical Panels' system, relevant legislation and principles and the concepts of natural justice • Is receptive and responds appropriately to feedback (from a range of sources) and to colleague recommendations • Willing to utilise the advice of legal and paralegal experts to develop medical decisions which are compliant with the relevant legislation and principles, and the concepts of natural justice
Communication	<ul style="list-style-type: none"> • Conducts consultations in a manner which is, inclusive, appropriate and respectful • Writes accurately and succinctly in plain language, presenting logical and reasoned arguments to supporting the conclusion
Collaboration	<ul style="list-style-type: none"> • Promotes a collegiate environment by encouraging contributions by all participants including those with diverse opinions and/or dissenting views • Works harmoniously in multi-disciplinary teams • Builds professional relationships with colleagues and support staff
Clinical Expertise	<ul style="list-style-type: none"> • Is informed and demonstrates contemporary best practice in their clinical field • Applies their clinical skills and expertise to review information and examination findings and to formulate clinical diagnosis • Seeks and objectively considers a range of clinical opinions and options • Demonstrates effective case analysis skills (is able to assess, appraise and identify relevant information) and articulates the key findings of an examination, with a clear and logical path of reasoning
Management and Organisation	<ul style="list-style-type: none"> • Efficiently manages their time to ensure deadlines are met • Prioritises effectively, identifying key issues • Uses information and technology efficiently and effectively e.g. MS Word and Outlook • Adapts efficiently and effectively to changing circumstances

Technical Requirements	<ol style="list-style-type: none"> 1. AHPRA Registration as a Medical Practitioner. Able to demonstrate 5 years post specialisation experience - full or part time 2. Applicant satisfies all mandatory probity checks: <ul style="list-style-type: none"> • Nationally Coordinated Criminal Health Check (NCCHC) (Police Check) • Australian Financial Security Authority (AFSA) National Personal Insolvency Index (NPII) check • Australian Securities and Investments Commission (ASIC) Banned or Disqualified Persons check 3. AMA Permanent Impairment Assessment Training (approved training to conduct impairment assessments in accordance with the AMA Guides as to the Evaluation of Permanent Impairment (4th Edit.)). <ul style="list-style-type: none"> • If training has not been completed, a statement indicating that the applicant has either: enrolled for a relevant training session in 2022; or, intends to enroll in approved impairment training modules in 2023. 4. Applicant maintains, or is willing to obtain, professional indemnity insurance for Panel work. NOTE: A practitioner will also require public liability insurance if undertaking Medical Panel examinations from premises outside of the Medical Panels' office.
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OTHER RELEVANT INFORMATION

- Medical Panels provides Medical Panellists with the opportunity to work and collaborate with a diverse range of medical colleagues from a wide range of medical specialties.
- Work at Medical Panels provides considerable workplace flexibility for Medical Practitioners.
- All applicants will be asked to:
 - Complete an online Application Form
 - Provide a copy of your current AHPRA registration and Curriculum Vitae (maximum 4 pages)
- Suitable candidates who are short listed will be contacted to complete the following:
 - Declaration of Private Interests
 - Privacy Consent Form
 - Statutory Declaration
 - Diversity Information Form
 - Probity Checks:
 - Nationally Coordinated Criminal Health Check (Police Check)
 - Australian Financial Security Authority (AFSA) National Personal Insolvency Index (NPII) check
 - ASIC Banned or Disqualified Persons check

PRIVACY NOTIFICATION

Your personal information is kept secure and confidential and managed in accordance with the Medical Panels' Privacy Policy. If you have any concerns about how your information is being managed or wish to obtain a copy of the Privacy Policy please contact recruitment@medicalpanels.vic.gov.au or telephone: Jillian Cummins (03) 8256 1524 / 0419 859 897

Visit our website: <https://www.medicalpanels.vic.gov.au/medical-practitioners>