

Services statement

At a minimum, Assessors should be capable of meeting the following requirements.

Contact and availability

An Assessor will provide HPCA with:

- their practice address and contact details
- an email address
- an email or postal address for receiving assessment documents
- their current availability

Based on this information and the referrals to health assessments provided by Health Profession Councils in NSW, HPCA may refer an assessment to an Assessor. This will largely be done via phone with the Assessor's practice office.

The Assessor's office may be asked to respond to an email confirming the appointment.

Initial health assessments

Registered health practitioners may be directed by a Health Profession Council to provide advice:

- about whether a health practitioner is impaired under the *Health Practitioner Regulation National Law (NSW)*
- if a practitioner is impaired, what types of restrictions on their registration may be appropriate.

As part of the referral, a Council will provide the Assessor with:

- a letter signed by a duly authorised person containing the basis for referral of the Subject Practitioner and contact details for the Subject Practitioner's case manager or monitoring officer
- relevant written background materials to assist the Assessor in preparing for the Assessment.

The Assessor will meet with the Subject Practitioner as required. This meeting may include administering or referring the Subject Practitioner to testing (neuropsychological testing, hair drug screen etc). While the nature of an Assessment can be challenging, the Assessor should allow sufficient time to understand the matter and ensure the Subject Practitioner has had an adequate opportunity to participate in the Assessment.

The Assessor is asked to provide a written report to the referring Council within 14 days of the Assessment. A template cover page has been provided by HPCA to all Assessors to assist in this task. Further, a written guide and other resources may be provided to Assessors to assist them in ensuring their reports meet the requirements of Health Profession Councils.

Review health assessment

The service for a follow-up appointment is the same as above. However, Assessors may find that less time is required to complete pre-reading, the appointment and/or the report.

Other services

An experienced Assessor may be asked to provide professional advice to newly appointed Assessors. All Assessors may be required to participate in induction or other educational activities.

An Assessor may be required to provide:

- information to a committee or hearing organised by the HPCA
- evidence to the NSW Civil and Administrative Tribunal.

An officer of the HPCA may contact the Assessor to:

- discuss the Assessment
- seek clarification on the report or its recommendations and/or
- follow-up on recommendations that are not clear.

A supplementary report, which provides further written advice or clarification, may be sought by a Council, and must be provided within 7 calendar days.

If a report contains an error, the HPCA may request that the Assessor clarify and correct the report at no extra cost. This must be provided within 7 calendar days.