

Sessional Medical Advisor Services

WorkSafeBC invites qualified physicians to apply to provide Sessional Medical Advisor services (the “**Services**”) to WorkSafeBC to support the administration of compensation payable to injured workers under the *Workers Compensation Act* (the “WCA”). The Services will be provided in mutually agreed 3.5 hours sessions, with WorkSafeBC booking requests for Services into those sessions.

Services generally include some or all of the following:

- Providing written opinions and reports with respect to medical examinations and/or other assessment tasks as requested using the forms and document types specified to assist WorkSafeBC Officers in making entitlement decisions under the Act
- Participating in meetings involving WorkSafeBC personnel and/or other health care providers
- Providing in-house education and/or mentoring at WorkSafeBC and outreach education to physicians and other health care providers
- Attending WorkSafeBC medical education and clinical days
- Performing medical examinations and other assessment tasks with respect to workplace injuries, providing WorkSafeBC with assessments, including diagnostic clarification, clarification of medical and non-medical aspects of injuries, determinations of disability, and impairment ratings as specified in the referral
- Carrying out worksite visits as set out in a referral to perform tasks such as assessing work conditions that may affect injuries, work conditions related or potentially related to occupational disease, injury accommodations, and other workplace health-related matters as set out in the referral

Process

If you are interested in applying, please complete the information in the Application Form and then click on the Submit button below. You also will need to submit a current resume for the physician applying to provide Services that includes:

- Work experience, including interdisciplinary teams, disability management, insurance, and workers compensation systems
- All advanced education, training, and/or experience in one or more areas relevant to an occupational medicine setting, which can include but is not limited to internal medicine, public health and preventive medicine, sports medicine, rehabilitation medicine, occupational medicine, or mental health and addiction medicine.

WorkSafeBC will review applications on an ongoing basis. When WorkSafeBC identifies a need for additional Sessional Medical Advisors, applicants will be considered for selection for an interview.

Successful applicants will be required to enter into a Physician Services Agreement with WorkSafeBC on WorkSafeBC’s standard terms and conditions. Payment under the Physician Services Agreement is at the rates in Schedule D to the Physicians and Surgeons’ WorkSafeBC Services Agreement (the “Doctors of BC Agreement”) negotiated between Doctors of BC and WorkSafeBC (and as updated from time to time).

A sample of the WorkSafeBC Services contract terms (Schedule A) is attached. We contract with individual as well as incorporated physicians. For sessional medical advisor rates, Schedule D, Section 6.0 of the Doctors of BC Physicians and Surgeons’ WorkSafeBC Services Agreement can be viewed [here](#) (page 59 of the document).

Please email questions relating to the Sessional Medical Advisor Application or the completion of the Application Form to procurement@worksafebc.com. Please include “Sessional Medical Advisor Application” in the email subject.

Application Form

To complete and submit this form:

Use the latest version of [Adobe Acrobat Reader](#), a free app, to complete this form. Avoid opening the form in an internet browser, such as Microsoft Edge or Google Chrome, or any third-party viewer, as some functionality will stop working.

1. Download the form to your hard drive. Go to your Downloads folder and find the PDF file.
2. Double click on the form to view it in Adobe Acrobat.
3. Complete all fields and re-save the form to your personal hard drive.
4. In your email application, draft an email to procurement@worksafebc.com, attach the completed application form, and include "Sessional Medical Advisor Application" in the email subject line.

1. Contact Information

Name of the physician proposed to provide the Services			
Address	City	Province	Postal Code
Phone number	Email		

2. Physician Information

<p>CPSBC Registration: Is the physician who will be providing the Services:</p> <ul style="list-style-type: none"> • A current registrant of the College of Physicians and Surgeons of BC ("CPSBC") in good standing, and with no history of disciplinary action <p>or</p> <ul style="list-style-type: none"> • A current registrant of an equivalent college in another jurisdiction in good standing, with no history of disciplinary action and eligible for registration with CPSBC 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Professional liability coverage: Is the physician who will be providing the Services a member of the Canadian Medical Protective Association or covered by other professional liability coverage?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Clinical Experience: Does the physician who will be providing the Services have the following:</p> <ul style="list-style-type: none"> • A minimum of three years' experience as a physician post residency • Recent experience in general family practice, or a specialty relevant to the care of injured workers, for example, internal medicine, public health and preventive medicine, sports medicine, rehabilitation medicine, occupational medicine, or mental health and addiction medicine 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Conflicts: Are there any potential conflicts of interest that may exist with the provision of the Services to WorkSafeBC? If yes, please attach a description of the potential conflict.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>For additional information, please refer to the Code of Business Ethics and Behaviour.</p>		

3. Resume Attachment

[Attach button] Upload your resume using the Attach button.

4. Freedom of Information and Protection of Privacy Act ("FIPPA")

WorkSafeBC is a public body subject to FIPPA. FIPPA deems all service providers to a public body to be employees of the public body for the purpose of FIPPA, to the extent that the service provider collects, accesses, uses, discloses, or stores personal information as defined in FIPPA. This applies regardless of any of privacy law or legislation that may be applicable to the service provider. This means that entry into any contract with WorkSafeBC is dependent on being able to meet the FIPPA requirements determined by WorkSafeBC.

Sessional Medical Advisor Services Application

WorkSafeBC is collecting personal information through this Sessional Medical Advisor Services Application process under the authority of FIPPA sections 26(c) and 27. If you have any questions regarding WorkSafeBC's authority to collect personal information, contact WorkSafeBC's FIPP Office via email at FIPP@worksafebc.com or call 604.279.8171.

5. Signature and Submission

I confirm that the information contained in this Sessional Medical Advisor Services Application is accurate and true. If I am submitting the Application on behalf of another party, I confirm I have obtained their consent to disclose their personal information in the Application and attached resume.

I understand that this Sessional Medical Advisor Services Application does not create or impose any contractual or legal obligations or duties whatsoever on WorkSafeBC, including any obligation to enter into a contract with any Applicant. I understand and agree that neither WorkSafeBC nor any of its directors, officers, employees, or contractors shall have any liability whatsoever for or in connection with any action, cause of action, claim, loss, damage, cost, or expense of any nature or kind whatsoever incurred or suffered as a result of or arising out of this Sessional Medical Advisor Services Application process and that by submitting this Sessional Medical Advisor Services Application the Applicant shall be deemed to have agreed that the Applicant has no claim.

Applicant's name	Signature	Date (yyyy-mm-dd)

Check that my attachments are included in this document. You will see an Attachment panel appear and can verify your documents are attached.

Schedule A - Services

General Service Standards

1. In this Schedule A and in Schedule B, the following terms have the following meanings:
 - (a) "**Schedule**" means the schedule of dates and times the Physician is available to provide Services during Sessions; and
 - (b) "**Session**" means a continuous three and one half hour period of time.
2. The Physician must adhere to the CMA Code of Ethics and the CPSBC Standards and Guidelines in the performance of the Services.
3. In performing the Services the Physician must promote and facilitate the most optimal medical recoveries possible and must use an expert understanding of medical and non-medical inputs to disability in order to prevent disability and promote recovery and durable return-to-work outcomes.

Scheduling And Referrals

4. The Physician acknowledges and agrees that the Physician is not eligible to perform any Services under this Agreement until the Physician has:
 - (a) signed the ethics declaration as required under section 7.1(h) of the Agreement. If the Physician does not sign or is unable to sign an ethics declaration as required, the Physician's right to perform Services under this Agreement will be immediately suspended; and
 - (b) attended any prerequisite WorkSafeBC training, if such attendance has been requested by WorkSafeBC.
5. Services will be delivered on an as-requested basis. In order to be eligible to be considered for Services, the Physician will provide to WorkSafeBC a Schedule covering the first three month period in the Term as soon as practicable after the execution of the Agreement. The Physician will then provide successive Schedules, each covering a three month period, at least four weeks before the expiry of the then current Schedule, or at any other interval agreed by the parties.
6. Once the Physician has submitted a Schedule, the Physician must hold the Sessions open to provide Services during the Sessions, unless otherwise notified by WorkSafeBC that the Physician is not required.
7. WorkSafeBC will book requests for Services into the Sessions. The Physician must immediately advise WorkSafeBC if the Physician has previously provided an independent medical-legal examination to a third party with respect to an Injured Worker who is the subject of a request for Services.
8. The Physician acknowledges and agrees that:
 - (a) The Sessions will be held at WorkSafeBC locations as specified by WorkSafeBC, which may include locations throughout BC, or at other locations as agreed by the parties. The Physician agrees to attend in-person at such locations required by WorkSafeBC for operational purposes, which includes without limitation, Sessions for training, conducting medical examinations, assessment tasks, and other in-person Services described in Schedule A section 16. These Sessions are not subject to the notice requirement in section 80.
 - (b) The Physician must not deliver Services at any Physician facility, office (including a home office), or clinic (each, a "**Physician Location**"), unless specifically authorized in writing in advance by WorkSafeBC.
 - (c) If WorkSafeBC has provided prior written authorization for the Physician to deliver Services from a Physician Location, and thereafter elects in its sole discretion to require the ongoing delivery of Services from a different location, WorkSafeBC will provide the Physician with a minimum of 90 days' prior written notice of the change. This includes any requirement that the Physician transition from delivering Services at a Physician Location to a WorkSafeBC office on an ongoing basis. For greater clarity, this notice requirement does not apply to Sessions described in section 8(a).
9. In the event that WorkSafeBC does not have sufficient Services requests to constitute a Session, WorkSafeBC will have the right on a minimum of one week's notice to the Physician to cancel one or more Sessions or request the Physician to provide less than a full Session.
10. The Physician is expected to provide Services for the full three and one half hours in a Session, unless otherwise agreed by WorkSafeBC. If circumstances require a Physician to end a Session early, the Physician will be paid the prorated Sessional Rate as set out in Schedule B section 1(c). The Physician may make up lost time

Sessional Medical Advisor Services Application

by extending the scheduled time of another Session as set out in Schedule B, in which case the Physician will be paid for the extended Session as set out in Schedule B section 1(b).

11. WorkSafeBC may request the Physician to perform the Services in extra Sessions or at times not included in the Schedule. The Physician will notify WorkSafeBC within 48 hours of such request whether the Physician is available to perform Services at the requested time(s) or other mutually agreed time(s). WorkSafeBC is not required to pay for extra Sessions or time(s) that it has not requested or approved.
12. The Physician must give WorkSafeBC a minimum of seven calendar days' advance notice for cancellation of a scheduled Session in whole or in part.
13. If the Physician is not available for a Session, cancels a Session or otherwise misses a Session, WorkSafeBC and the Physician may agree to an alternate Session. The Physician is not entitled to invoice WorkSafeBC for an alternate session, unless WorkSafeBC has provided written approval in advance.

Medical Advisory Services

14. The Physician will provide the following medical advisory Services during the Sessions:
 - (a) Perform medical examinations and other assessment tasks with respect to workplace injuries suffered by an Injured Worker, and following the medical examinations and/or assessment task, provide WorkSafeBC with the requested assessments, including diagnostic clarification, clarification of medical and non-medical aspects of injuries, determinations of disability, and impairment ratings as specified in the referral;
 - (b) Provide written opinions and reports with respect to medical examinations and/or other assessment tasks as requested using the forms and document types specified by Board Officers for the assistance of Board Officers in making entitlement decisions under the WCA;
 - (c) Carry out work site visits as set out in a referral for matters such as assessing work conditions that may affect injuries, work conditions related or potentially related to occupational disease, injury accommodations and other workplace health related matters as set out in the referral.
15. The Physician will ensure that all Services are delivered within timelines set out in a referral or as otherwise specified in writing by WorkSafeBC Medical Services.

Additional Services

16. The Physician agrees to provide the following additional Services on an as requested basis:
 - (a) Participate in meetings, projects and initiatives involving WorkSafeBC personnel and/or other health care providers, both in-person and virtually;
 - (b) Provide in-house education, and/or mentoring at WorkSafeBC;
 - (c) Provide outreach education to physicians and other health care providers; and
 - (d) Attend training, medical education and clinical days, provided that WorkSafeBC gives a minimum of three months' advance notice.