

sensitivity, and timeliness when working with our clients, partners, other stakeholders, and each other.

The WSCC operates with six divisions under a leadership team of six Vice Presidents. The President's Office consists of the President, the Corporate Secretary/Manager, Executive Services, and the Executive Secretary.

As a member of Medical Services, the Medical Advisor reports to the VP, Client and Central Services Division.

The incumbent must ensure that reviews, evaluations, examinations and medical reports are performed accurately and efficiently so that appropriate, timely adjudication decisions are supported. The Medical Advisor is responsible for assessments of injured workers for determinations of diagnoses, medical investigations, treatment oversight and rehabilitation, Permanent Medical Impairment ratings and pre-existing disorders in advising cost relief for employers.

Medical Services conducts approximately 250 physical examinations annually and renders approximately 4000 medical opinions in order for decisions to be made on claim files. The Medical Advisor is responsible to liaise with external health care providers in an effort to expedite injured workers' medical investigations, treatment and return to work. The Medical Advisor also provides advisory services to support the development and review of policies and the activities of Prevention Services staff.

Errors in medical advice could negatively impact injured workers, employers and the reputation of the WSCC. Ineffective communication could result in delay of process including adjudication, medical aid provision and rehabilitation services. Negative impact may include emotional, physical and financial consequences.

Travel is required for various reasons. The Medical Advisor must familiarize himself/herself with industries where common workplace injuries occur. This may mean travel to various workplaces to assist claims staff in determining appropriate return-to-work plans for injured workers. The incumbent visits a minimum of six Regional Community Health Clinics each year to examine injured workers and to educate community health care providers. In addition, the Medical Advisor attends weekly meetings with the Stanton Territorial Hospital staff as well as Professional Development.

Due to the large geographical area the WSCC covers, awareness of multi-cultural issues is a mandatory requirement for the job.

This position exercises payment authority up to \$5,000.

RESPONSIBILITIES

1. Reviews, evaluates and explains medical reports as required to ensure that sufficient medical information is provided to permit prompt adjudication of a claim including

accuracy of diagnosis, effectiveness of treatment and determination of a feasible return to work plan.

2. Performs file reviews and examinations to determine the health status of injured workers, requirements for medical investigations and treatments, and assesses the presence and degree of impairment due to a work-related accident.
3. Liaises with health care providers to provide education, promote the WSCC's philosophy of early intervention utilizing evidenced based best practices and to promote a positive working relationship with the health care community.
4. Provides professional medical advice to support the adjudication process at the Review Committee.
5. Promotes medical knowledge proficiency within the WSCC by providing in-service education and participating in program and policy development.
6. Maintains knowledge competency in fields of general and occupational medicine by reading medical journals and periodicals and attending continuing medical education seminars.
7. Reviews, evaluates and makes recommendations regarding current practices and new developments in injury treatment and medical investigations.
8. Participates in case conference meetings including injured workers, employers, union representatives, workers' advisors, adjudication staff and health care professionals.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge commensurate with a doctor of medicine degree is required along with knowledge of the health care system and service providers, including professional scope and medical indications for referral for services.
- Additional knowledge in the disciplines of occupational and rehabilitative medicine and disability management is desirable.
- Familiarity with the *Workers' Compensation Acts* of the Northwest Territories and Nunavut, policies and procedures, and the ability to apply these in the context of providing recommendations is a requirement.
- Working knowledge of computers to include Word, Outlook, Excel and PowerPoint.
- Advanced oral and written communication skills are required.
- Excellent organizational and interpersonal skills combined with the ability to function independently and as part of a team are requirements.

- The ability to conduct information searches and extract core medical issues from large volumes of medical information is required along with the ability to effectively utilize the information to formulate timely medical opinions to support the adjudicative decision process.

Typically, the above qualifications would be attained by:

Successful completion of a Doctor of Medicine degree with licence to practice medicine in the NWT and Nunavut, or eligibility to apply for registration in the NWT and Nunavut pursuant to the respective *Medical Profession Acts* of the Northwest Territories and Nunavut. Maintenance of professional good standing for licensure is a requirement.

WORKING CONDITIONS

(Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

Considerable amounts of time reading and communicating (verbal and written).

Mental Demands

The Governance Council, President and Senior Management Team set clear objectives for Medical Services as part of the WSCC's activities. The volume and complexity of work and competing task priorities may generate stress. Disagreements between the Medical Advisor and an injured worker's treating Health Care Professional may also cause stress.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

Official Language Considerations (check one)

- Not required
- Bilingual required (state language): _____

CERTIFICATION

Title: Medical Advisor

Position Number: 97-9867

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____ Supervisor Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____ Senior Manager</p> <p>_____ President & CEO</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	<p>_____ Date</p> <p>_____ Date</p>
<p>The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.</p>	

Reviewed by: _____ Position Title: _____ Date: _____