

## Guideline

**Subject: Medical Appointment Panels requiring College input**  
**Approval Date:** November 2004, March 2009, November 2015  
**Review Date:** November 2019  
**Review By:** Board of Directors  
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This guideline is intended to assist Fellows of the College including Fellows of Faculties who may be invited from time to time to represent the College to review applications for employment by external organisations (generally public hospitals) either by:

1. reviewing documentation supplied and providing written comments, or
2. reviewing documentation supplied and attending, as a member of a panel, a face to face interview with the applicant.

### 1. General Principles

Any Fellow of the College invited to participate in 1 or 2 above must at the outset declare any known conflict of interest that may preclude a fair and open decision for the applicant. The Fellow must declare inability to proceed to the College and organisation.

Any Fellow invited to sit on such a panel should have been a practising pathologist for at least 8 years.

A Fellow of the College may not receive any remuneration for participating in 1 or 2 above, however any out of pocket expenses for travel, accommodation and incidentals will be covered by the requesting organisation.

Any organisation seeking the inclusion of a representative of the Royal College of Pathologists of Australasia on an interview panel must firstly advise the College in writing of their request and specific details. All arrangements are to be coordinated through the requesting organisation and the College, rather than with the Fellow directly.

### 2. Duties of a Fellow Representing the College

When approached by the College, and assuming no conflict of interest exists, a Fellow must advise availability or otherwise as soon as possible. Any late changes must immediately be conveyed to the College.

Fellows are appointed to panels by the College for the purpose of:

- Assessing qualifications, training and experience from the perspective of the College with respect to the applicant's ability to practice pathology
- Considering the above in regard to the job criteria outlined by the institution
- Ensuring that interviews are conducted in a fair and unbiased manner with all candidates treated equally
- Providing clear concise opinion based on College guidelines when requested (outcomes are not required to be reported back to the College).