

VMO Performance Reviews in the Public Hospital System

Q. Do all VMOs have to participate in performance reviews?

A. Yes. Performance reviews completed for all VMOs. They are not be used as an opportunity by your Local Health District (LHD) to discuss ordinary hours, services plan or raise formal grievances lodged by colleagues.

Q. What are the types of performance reviews I may need to complete?

A. There are two types of performance reviews.

- Level 1 performance review is to be completed annually.
- Level 2 performance reviews are conducted during the penultimate year of a specialist VMO appointment (where the appointment is for a term of three years or longer).

Q. Do I have to complete any paperwork for a Level 1 Performance Review?

A. Once your Hospital has contacted regarding your Level 1 Performance Review, you need to download and complete the Level 1 Performance Review Form, and then send it to the nominated recipient using the email contact details the Hospital has provided to you.

The Performance Review form is divided into two components: Part A to be completed by you as a self-assessment, and Part B to be completed by your reviewer. A copy of the completed Level 1 form signed by the reviewer should be returned to you for your records.

Q. What topics are considered in the performance review process?

A. You will need to provide information regarding:

- The services you provide
- Your Continuing Professional Development (CPD)
- Your involvement in teaching
- Any Managerial/Administrative responsibilities
- Whether you have been practising in accordance with accepted professional standards
- Your relationship with the hospital/organisation

Every section may be relevant depending on your role and you should be only complete those parts that are relevant to your role.

Q. Will I need to attend a meeting as a part of the Level Performance Review process?

A. If your performance is assessed to be acceptable or satisfactory, there may be no need to meet. Alternatively, if there are issues that require clarification or if there are concerns, a meeting may be arranged.

Q. I have been asked to complete an interview following submission of my Level 1 Performance Review, should I be concerned?

A. An interview does not necessarily indicate an unsatisfactory assessment. Interviews can a means to clarify a matter or discuss issues of clinical practice or professional development. If you have any concerns, please contact the AMA NSW Workplace Relations Team to discuss.

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Q. What does the Level 2 Performance Review process involve?

A. If you are a VMO who has been appointed for a term of three years or longer and you are in your penultimate year of appointment, you will be required to complete a Level 2 Performance Review.

This involves the VMO completing the Level 1 Performance Review form and forwarding it to the nominated person.

A meeting will be arranged with the VMO and at least two reviewers nominated by the Hospital, who will ordinarily be your direct supervisor and local Director of Medical Services or equivalent. This interview should occur within a month of the receipt of the Level 1 form by the nominated recipient. Your reviewers will be provided with a copy of your Level 1 form and conduct the interview by completing a Level 2 Performance Review Form.

As part of the review process, you are required to nominate three referees from whom the reviewers can obtain comments on matters dealt with in the form.

Upon completion of your Level 2 review, a copy of the signed form should be returned to you within a month of the interview for your records.

Q. Who should I select to be my nominated referees for the Level 2 performance review?

A. The three referees you nominate will be required to submit a written report or make oral comments (which will be recorded in writing) to your reviewers.

Referees should include:

- another medical practitioner from a different speciality;
- a non-medical person with whom you work;
- another person able to comment on your work.

Each referee will be asked to complete a Medical Referee Comment Form or a Non-Medical Referee Comment Form. The reviewers may also seek feedback from medical students and JMOs regarding the teaching and supervision you provided.

Q. Can I seek a review of the Performance Review?

A. Yes, you can request that a review of by persons other than those who conducted the initial review. You will need to make such a request in writing and within one month of receipt of the completed forms having been returned to you.

References

A copy of the NSW Health Policy Directive, Visiting Medical Officer (VMO) Performance Reviews (PD2011_010) can be found [here](#)



If you have any questions in relation to this document or the issues raised, please contact our **Workplace Relations Team on 02 9439 8822 or email workplace@amansw.com.au**