

# NSW Medical Referee Fact Sheet

## Registration conditions and your appointment as a medical referee

The NSW Health Professional Councils Authority sends a weekly report to the Public Health Unit which lists medical practitioners whose registration status has changed.

If a medical referee has their registration cancelled, suspended, classified as 'non-practising' or directed 'not to practise medicine' then the appointment as a medical referee will be withdrawn immediately.

If a condition is placed on the registration of a medical referee, information on the public Ahpra Register is reviewed by the Public Health Unit, and we may write to the medical referee seeking further information.

Because the duties of a medical referee require the ability to practise independently, close attention to detail and very high standards of documentation, a request for further information is most commonly sent to the medical referee if the conditions make reference to:

- a requirement for close supervision, or
- deficiencies in medical record keeping.

Once the medical referee responds to the request for further information, which may either be verbally or in writing or both, the Public Health Unit Director may make a decision to withdraw the appointment or may allow the appointment as a medical referee to continue, subject to the demonstration of correct cremation documentation.

In this instance, the medical referee will be asked to provide for review copies of the full set of paperwork for the **next two** cremations which the practitioner is asked to approve, comprising:

1. Application for Permission for Cremation;
2. Medical Certificate of Cause of Death;
3. Cremation Risk Advice (where available); and
4. Completed Medical Referee Cremation Permit.

Upon receipt of the above, the administrators will review the documentation and provide the medical referee with a written response, including whether they are able to continue as a medical referee.

**In the event the Public Health Unit needs to discuss your registration status, it is essential that your details remain current, and it is requested you advise us of any changes to your practice location or contact details.**

For further information, please contact the Public Health Unit, (02) 9382 8333, option 5 during business hours or [SESLHD-PublicHealthUnit-AdminTeam@health.nsw.gov.au](mailto:SESLHD-PublicHealthUnit-AdminTeam@health.nsw.gov.au)