**Written Communications Portfolio**

**MEDICO-LEGAL REPORT - MARKERS RATING FORM**

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| ***Candidate Code:***  | Click here to enter text. |
| ***Who the report is about :***  | Click here to enter text. |
| ***Who the report is addressed to:***  | Click here to enter text. |
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|  *This report would concern an issue such as an assessment of the work-relatedness of a major illness or birth defect, a dispute regarding a worker’s capacity for work, unfair employment discrimination.*  |

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| **CRITERTA** | **RATING** | **COMMENTS** |
| **Context and Purpose of Report**This criterion addresses the ‘what’, ‘why’, ‘who’ and ‘what not’ issues that will determine the emphasis and tone of the report.* The name and status of the person *for whom* the report was prepared.
* Author’s role in the situation (treater, agent for insurer, solicitor, union etc).
* For what specific purpose(s) was the report sought (e.g. delayed return to work) including (where appropriate) reference to the relevant section of an Act.
* The nature of previous or related reports which are referred to.
* Constraints – what (maybe) relevant information was unavailable for inclusion?
* Ethical issues that affected what were done or who was involved.
 | [ ] [ ] [ ]  | Reachesaccepted standardJust short of expected standardWell short of expected standard | Click here to enter text. |
| **Language and Structure**This criterion addresses how well the report serves to build understanding for the designated reader.* English-language report of appropriate length.
* Use of terminology suited to the person for whom the report was prepared (e.g. solicitor, insurance claims officer).
* Necessary specialist terms and abbreviations explained.
* Flow of ideas that assists a reader’s understanding.
* Helpful headings and paragraphs.
* Avoidance of non-pertinent information.
 | [ ] [ ] [ ]  | Reachesaccepted standardJust short of expected standardWell short of expected standard | Click here to enter text. |
| **Analysis/Appraisal**This criterion addresses the selection of observations to fit the purpose of the report.* Orderly statement of relevant observed information (e.g. history and examination).
* Results of relevant special tests or other relevant records.
* Reference to published articles, algorithms, other externally sourced information where relevant.
* Deductions/inferences and how these were based.
 | [ ] [ ] [ ]  | Reaches accepted standard Just short of expected standardWell short of expected standard | Click here to enter text. |
| **Conclusions and Recommendations**This criterion concerns how well the report has addressed its purpose, whether its limitations are made explicit and whether recommendations are appropriate.* Summary of findings.
* Recommendations appropriate, practicable, and specific to the issue at hand.
 | [ ] [ ] [ ]  | Reaches accepted standard Just short of expected standardWell short of expected standard | Click here to enter text. |
| **Overall rating** |
| **Well short of expected standard** | **Just short of expected standard** | **Reaches accepted standard** |
|[ ] [ ] [ ]
| **Additional Comments***(explicit, careful details about candidates who perform below expected standard)*Click here to enter text. |