

IME best practice sheet

Ten Golden Rules

Have an introduction sheet, and ask the examinee if they have understood it. Ask if they have any questions.

Commence on schedule, and write starting and finishing times.

Allow plenty of time and don't rush – generally 90 minutes is enough although psychiatric assessments may need longer. Allow late arrival of up to 15 minutes.

Conduct the consultation with courtesy; imagine that the examinee has a hidden tape-recorder.

Be slow to commence proceedings – alert for signs of the examinee being “agin” the process.

Begin the consultation by asking the examinee about their job – in depth. Most people in this situation are appreciative of the examiner gaining a detailed understanding of their work.

If rapport cannot be established, consider phoning the case-manager re possible cancellation.

Prefix questions about personal history with a brief explanation as to why that information is required.

The matter of clothing to be removed for the examination should be by negotiation.

Do not make disrespectful comments in the report about the treating doctor.

If the report is bad for the examinee, go the extra mile with an explanation written in plain English.