

CODE OF GOOD PRACTICE

When undertaking Medico-Legal work, all grades of the FEW membership are expected to:

1. Keep up to date with the Civil Procedure Rules and to ensure best practice as an expert by undertaking medico-legal training courses at least every three years.
2. Review and update as necessary their Medico-Legal CV annually and include in it a statement of typical waiting times for appointments and report completion.
3. Reply to communications from law firms or insurers normally within one working day of receipt.
4. Within seven days of receiving and accepting instruction, endeavour to schedule an appointment date for a medico-legal examination and confirm this, or otherwise, to those instructing the expert within one working day of arranging the appointment.
5. Endeavour to complete and release a report within 21 days of the appointment date: where this is not possible to record the reason on the report.
6. Comply with any Court Order provided by the instructing solicitors within the time specified: if unable to do so then promptly to notify all concerned.
7. Reply to any Part 35.6 or other questions received about a report within 21 days of receipt: or promptly to notify the questioner if this is not practicable.
8. Have an efficient administrative system including email, fax and telephone facilities for handling medico-legal work.
9. Refer in their reports to, and document, all relevant correspondence, including telephone calls, between law firms or insurers and the expert or medico-legal secretary.
10. Advise those instructing the expert of any actual or potential conflict of interest before arranging an appointment, should such a conflict be apparent from the instructions.
11. Decline or terminate instructions where an actual conflict of interest is detected.
12. Ensure appropriate indemnity insurance for medico-legal work is in place.