

# RIW Business Rules | Medicals



[Please click here to view the list of Authorised Health Professionals \(AHP\)](#)

- ✓ Drug and Alcohol
  - ✓ Drug and Alcohol - ARTC

## ARTC Drug and Alcohol Competency:

COMPETENCY	COMPETENCY REQUIREMENTS	UPLOAD REQUIREMENT DETAILS	EXAMPLES
<p><b>Medical.Assessment.Drug and Alcohol Screen</b></p> <p><i>This business rule was last updated on 16.05.2019</i></p>		<ul style="list-style-type: none"><li>• Date of completion to be recorded as issue date in Onsite</li><li>• Expires at the same time as the medical competency (Use expiration date from Verified Medical competency file)</li></ul> <p><b><u>Please note:</u></b></p>	Three green document icons, each with a white page and a folded corner, arranged vertically in the rightmost column of the table.

### Person Verification

- Name on Medical paperwork must match Cardholder name in Onsite (Shortened version of name is accepted EG. Chris for Christopher)
- Date of Birth (DOB)\*\* for applicant must be show on any page of medical paperwork
- Black and white or colour is accepted

### What Types of Screening Can We Accept?

- If the drug and alcohol result has been recorded as negative within a Rail Medical that has been complete by an AHP, this can be accepted
- If the drug and alcohol result has been recorded on drug and alcohol testing form (not issued by pathology), It needs to indicate that the testing occurred at the same practice address where at least one registered authorised health provider is based.
- If the drug and alcohol result has been recorded on a printed report generated by a **pathology** this can be accepted (Does not need to have been complete by an AHP)
- The Drug Detection Agency (TDDA) testing provider is acceptable.

- In some cases the document upload for this competency will be a medical fitness for duty page that is more recent than the Verified Medical competency file upload. In this instance, the expiry date for this competency should be calculated as if you were approving this medical page against one of the medical competencies in Onsite Track Easy and not copied from the existing verified medical competency file.
- If / When the drug and alcohol tests have been complete on separate dates, use the earliest date of completion as the issue date for the competency
- If there's no verified medical in file of applicant's profile, please enter 5 year expiry date in Onsite from the performed date of the uploaded document.



**Verification of Results**

- Results must be negative to both Drugs and Alcohol Testing (Both Drugs and Alcohol need to be listed) - it **cannot** be assumed alcohol testing was included in drug testing.
- Either full testing (with individual drugs and alcohol all individually listed E.G Amphetamines, Opiates etc all listed as separate line items) listed on a drug screen testing record page OR a simple indication that 'Drugs' and 'Alcohol' were both tested for and were both Negative is accepted.
- When TFNSW medical fitness for duty page is uploaded and there is a 'negative' result showing for 'Alcohol breath / urine drug test results were.' but there is also an indication of 'Not Indicated' in the 'Drug and Alcohol assessment completed' section, this second sentence can be disregarded - The negative result is the main/ required information.

NOTE: If drug and alcohol test results are not done by a Pathology, Authorised medical provider or AHP, the provider must be a NATA Accredited.

**Positive Results**

- If positive result for drug testing is displayed, there must be an indication by the testing health provider that the detected sample and sample amount is consistent with prescribed modification for this to be accepted.

Accepted Results for Drug Screen	Accepted Results for Alcohol Screen
<ul style="list-style-type: none"> <li>• 'Not detected' is also accepted as 'Negative'</li> </ul>	<ul style="list-style-type: none"> <li>• Alcohol testing could be recorded as</li> <li>• either 'negative', '0.00', '0' or &lt;2.0mmol/L</li> <li>• (with note that alcohol &lt;2.0mmol/L indicates</li> <li>• ethanol is not detected in sample</li> <li>• If 'Ethanol' is displayed instead of alcohol this</li> <li>• is accepted</li> </ul>

Medical Competencies

Medical Competencies - ARTC

## ARTC Medical Competencies:

COMPETENCY	COMPETENCY REQUIREMENTS	UPLOAD REQUIREMENT DETAILS	EXAMPLES
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**Medical.Assessment.ARTC  
- Category 1 - Fit Subject to  
Review (Appointment)**

**Person Verification**

- Name on Medical Must match Cardholder name in Onsite (Shortened version of name is accepted EG. Chris for Christopher)
- Date of Birth (DOB) for applicant must be shown on the medical (any page)

**Verification of Results**

- Fit for duty page must be present
- In the '**Fit for duty subject to review**' area, the doctor will make a review date recommendation outside the medical standard (usually 6-12 months), but will specify the date where a full medical is due.
- The top box "review at this practice" is required to be ticked. Additional boxes may also be ticked, but does not affect whether its an appointment required or not. (see example 2)
- This means the individual needs to attend another full medical on the date specified and should be set as the
  - expiry.

**Verification Details**

- Category 1 (or Blue Category) to be displayed
- Assessment date (or appointment date) **must** be recorded on the fitness for duty page
- Medical has been completed by (or co-signed by) an ARA - AHP (Authorised Health Professional)
- AHP's details should be shown (First and Last name OR First name initial with Last name and signature should be present)
- Black and white or colour is accepted

- The issue date in Onsite should be recorded as the date the assessment or appointment took place.
- The expiration date for this competency should always be calculated to occur as indicated on the recommended review date section

**NOTE:**The date for the signature requirement of the examining AHP s hould not be used in lieu of the assessment date if this information is missing from the form.

**NOTE:** If you receive a medical document where more than one assessment date / date of completion is shown: Please use the assessment date from the fitness for duty page



**Medical.Assessment.ARTC  
- Category 1 - Fit Subject to  
Review (No Appointment)**

**Person Verification**

- Name on Medical Must match Cardholder name in Onsite (Shortened version of name is accepted EG. Chris for Christopher)
- Date of Birth (DOB) for applicant must be shown on the medical (any page)

**Verification of Results**

- Fit for duty page must be present
- In the review box, the doctor will have ticked more than just Review at this practice, and will have either one, all or a combination of Specialist referral, Local Doctor Referral and Laboratory tests boxes ticked. Additional boxes boxes may also be ticked, but does not affect whether its an appointment required or not. (see example 4)
- The doctor will provide the date that the certificate is valid until, which is outside the standard (usually 1-3 months), but will specify the date that the certificate is valid until. This means the individual doesn't need to attend another full medical on the date specified, rather they just need to provide additional information to the doctor to ascertain fitness for duty.

**Verification Details**

- Assessment date (Or appointment date) must be recorded on the fitness for duty page
- Medical has been completed by (or co-signed by) an ARA - AHP (Authorised Health Professional)
- AHP's details should be shown (First and Last name OR First name initial with Last name and signature should be present)
- Category 1 (or Blue Category) to be displayed
- Black and white or colour is accepted

- The issue date in Onsite should be recorded as the date the assessment or appointment took place.
- The expiration date for this competency should always be calculated to occur as indicated on the recommended review date section

**NOTE:**The date for the signature requirement of the examining AHP should not be used in lieu of the assessment date if this information is missing from the form.

**NOTE:** If you receive a medical document where more than one assessment date / date of completion is shown: Please use the assessment date from the fitness for duty page



**Medical.Assessment.ARTC  
- Category 2 - Fit Subject to  
Review (Appointment)**

**Person Verification**

- Name on Medical Must match Cardholder name in Onsite (Shortened version of name is accepted EG. Chris for Christopher)
- Date of Birth (DOB) for applicant must be shown on the medical (any page)

**Verification of Results**

- Fit for duty page must be present
- In the Fit for duty subject to review area, the doctor will make a review date recommendation outside the medical standard (usually 6-12 months), but will specify the date where a full medical is due.
- Only the top box "review at this practice" is required to be ticked. Additional conditional boxes may also be ticked, but does not affect whether its an appointment required or not. (see example 2)
- This means the individual needs to attend another full medical on the date specified.

**Verification Details**

- Assessment date (Or appointment date) must be recorded on the fitness for duty page
- Medical has been completed by (or co-signed by) an ARA - AHP (Authorised Health Professional)
- AHP's details should be shown (First and Last name OR First name initial with Last name and signature should be present)
- Category 2 (or Green Category) to be displayed
- Black and white or colour is accepted

- The issue date in Onsite should be recorded as the date the assessment or appointment took place.

**NOTE:**The date for the signature requirement of the examining AHP should not be used in lieu of the assessment date if this information is missing from the form.

**NOTE:** If you receive a medical document where more than one assessment date / date of completion is shown: Please use the assessment date from the fitness for duty page

- The expiration date for this competency should always be calculated to occur as indicated on the recommended review date section



**Medical.Assessment.ARTC  
- Category 2 - Fit Subject to  
Review (No appointment)**

**Person Verification**

- Name on Medical Must match Cardholder name in Onsite (Shortened version of name is accepted EG. Chris for Christopher)
- Date of Birth (DOB) for applicant must be shown on the medical (any page)

**Verification of Results**

- Fit for duty page must be present
- In the review box, the doctor will have ticked more than just Review at this practice, and will have either one, all or a combination of Specialist referral, Local Doctor Referral and Laboratory tests boxes ticked. Additional conditional boxes may also be ticked, but does not affect whether its an appointment required or not. (see example 4)
- The doctor will provide the date that the certificate is valid until, which is outside the standard (usually 1-3 months), but will specify the date that the certificate is valid until
- This means the individual doesn't need to attend another full medical on the date specified, rather they just need to provide additional information to the doctor to ascertain fitness for duty.

**Verification Details**

- Assessment date (Or appointment date) must be recorded on the fitness for duty page
- Medical has been completed by (or co-signed by) an ARA - AHP (Authorised Health Professional)
- AHP's details should be shown (First and Last name OR First name initial with Last name and signature should be present)
- Category 2 (or Green Category) to be displayed
- Black and white or colour is accepted

- The issue date in Onsite should be recorded as the date the assessment or appointment took place.

**NOTE:**The date for the signature requirement of the examining AHP should not be used in lieu of the assessment date if this information is missing from the form.

**NOTE:** If you receive a medical document where more than one assessment date / date of completion is shown: Please use the assessment date from the fitness for duty page

- The expiration date for this competency should always be calculated to occur as indicated on the recommended review date section



**Medical.Assessment.ARTC  
- Category 3 - Fit Subject to  
Review (Appointment)**

**Person Verification**

- Name on Medical Must match Cardholder name in Onsite (Shortened version of name is accepted EG. Chris for Christopher)
- Date of Birth (DOB) for applicant must be shown on the medical (any page)

**Verification of Results**

- Fit for duty page must be present
- In the Fit for duty subject to review area, the doctor will make a review date recommendation outside the medical standard (usually 6-12 months), but will specify the date where a full medical is due.
- Only the top box "review at this practice" is required to be ticked. Additional conditional boxes may also be ticked, but does not affect whether its an appointment required or not. (see example 2)
- This means the individual needs to attend another full medical on the date specified.

**Verification Details**

- Assessment date (Or appointment date) must be recorded on the fitness for duty page
- Medical has been completed by (or co-signed by) an ARA - AHP (Authorised Health Professional)
- AHP's details should be shown (First and Last name OR First name initial with Last name and signature should be present)
- Category 3 (or Mauve Category) to be displayed
- Black and white or colour is accepted

- The issue date in Onsite should be recorded as the date the assessment or appointment took place.





**NOTE:**The date for the signature requirement of the examining AHP should not be used in lieu of the assessment date if this information is missing from the form.

**NOTE:** If you receive a medical document where more than one assessment date / date of completion is shown: Please use the assessment date from the fitness for duty page

- The expiration date for this competency should always be calculated to occur as indicated on the recommended review date section





<b>Medical.Assessment.ARTC - Category 3 - Fit Subject to Review (No appointment)</b>	<b>Person Verification</b> <ul style="list-style-type: none"> <li>Name on Medical Must match Cardholder name in Onsite (Shortened version of name is accepted EG. Chris for Christopher)</li> <li>Date of Birth (DOB) for applicant must be shown on the medical (any page)</li> </ul>	<ul style="list-style-type: none"> <li>The issue date in Onsite should be recorded as the date the assessment or appointment took place.</li> </ul>		
	<b>Verification of Results</b> <ul style="list-style-type: none"> <li>Fit for duty page must be present</li> <li>In the review box, the doctor will have ticked more than just Review at this practice, and will have either one, all or a combination of Specialist referral, Local Doctor Referral and Laboratory tests boxes ticked. Additional conditional boxes may also be ticked, but does not affect whether its an appointment required or not. (see example 4)</li> <li>The doctor will provide the date that the certificate is valid until, which is outside the standard (usually 1-3 months), but will specify the date that the certificate is valid until</li> <li>This means the individual doesn't need to attend another full medical on the date specified, rather they just need to provide additional information to the doctor to ascertain fitness for duty. on the fitness for duty page</li> </ul>	<p><b>NOTE:</b>The date for the signature requirement of the examining AHP <u>should not</u> be used in lieu of the assessment date if this information is missing from the form.</p> <p><b>NOTE:</b> If you receive a medical document where more than one assessment date / date of completion is shown: Please use the assessment date from the fitness for duty page</p> <ul style="list-style-type: none"> <li>The expiration date for this competency should always be calculated to occur as indicated on the recommended review date section</li> </ul>		
	<b>Verification Details</b> <ul style="list-style-type: none"> <li>Assessment date (Or appointment date) must be recorded</li> <li>Medical has been completed by (or co-signed by) an ARA - AHP (Authorised Health Professional)</li> <li>AHP's details should be shown (First and Last name OR First name initial with Last name and signature should be present)</li> <li>Category 3 (or Mauve Category) to be displayed</li> <li>Black and white or colour is accepted</li> </ul>			
				

Medical Competencies - National

## National Medical Competencies:

COMPETENCY	COMPETENCY REQUIREMENTS	UPLOAD REQUIREMENT DETAILS	EXAMPLES
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**Medical.Assessment.Category  
1**

**Person Verification**

- Name on Medical Must match Cardholder name in Onsite (Shortened version of name is accepted EG. Chris for Christopher)
- Date of Birth (DOB) for applicant must be shown on the medical (any page)

**Verification of Results**

- Fit for duty page present
- Fit for duty section must be ticked, or review date must be listed.
- If a medical has been ticked indicating the applicant is 'Fit for duty subject to job modification' Pegasus staff will accept this as normal with no verification toward ensuring the job modification actually does take place

**Verification Details**

- Assessment date (Or appointment date) must be recorded on the fitness for duty page
- Medical has been completed by (or co-signed by) an ARA - AHP (Authorised Health Professional)
- AHP's details should be shown (First and Last name OR First name initial with Last name and signature should be present)
- Category 1 (or Blue Category) to be displayed
- Black and white or colour is accepted
- Drug and alcohol testing results are not required to be displayed within the uploaded file however if the results are included, they must indicate a negative test result (unless declared positive but consistent with prescribed medication)

- The issue date in Onsite should be recorded as the date the assessment or appointment took place.

**NOTE:**The date for the signature requirement of the examining AHP should not be used in lieu of the assessment date if this information is missing from the form.

**NOTE:** If you receive a medical document where more than one assessment date / date of completion is shown: Please use the assessment date from the fitness for duty page

**Calculating the Expiry Date**  
The expiration date for this competency should always be calculated to occur as follows (Unless the individuals' medical states otherwise):

**Step 1**

- Enter the current year
- Subtract the year of birth shown on the medical
- This will identify the individuals age (then refer to table below to calculate expiry)

**Step 2**

- Up to 50 years old - 5 yearly
- If aged 45 and 46 - 5 yearly
- Ages 47, 48 and 49 (the expiry would be set as their 52nd birthday)
- Age 50-60 - every 2 years
- From age 60 - renewed annually



Medical.Assessment.Category  
2

**Person Verification**

- Name on Medical Must match Cardholder name in Onsite (Shortened version of name is accepted EG. Chris for Christopher)
- Date of Birth (DOB) for applicant must be shown on the medical (any page)

**Verification of Results**

- Fit for duty page present
- Fit for duty section must be ticked, or review date must be listed.
- If a medical has been ticked indicating the applicant is 'Fit for duty subject to job modification' Pegasus staff will accept this as normal with no verification toward ensuring the job modification actually does take place

**Verification Details**

- Assessment date (Or appointment date) must be recorded on the fitness for duty page
- Medical has been completed by (or co-signed by) an ARA - AHP (Authorised Health Professional)
- AHP's details should be shown (First and Last name OR First name initial with Last name and signature should be present)
- Category 2 (Or Green Category) to be displayed
- Black and white or colour is accepted
- Drug and alcohol testing results are not required to be displayed within the uploaded file however if the results are included, they must indicate a negative test result (unless declared positive but consistent with prescribed medication)

- The issue date in Onsite should be recorded as the date the assessment or appointment took place.

**NOTE:**The date for the signature requirement of the examining AHP should not be used in lieu of the assessment date if this information is missing from the form.

**NOTE:** If you receive a medical document where more than one assessment date / date of completion is shown: Please use the assessment date from the fitness for duty page

**Calculating the Expiry Date**  
The expiration date for this competency should always be calculated to occur as follows (Unless the individuals' medical states otherwise):

Step 1

- Enter the current year
- Subtract the year of birth shown on the medical
- This will identify the individuals age (then refer to table below to calculate expiry)

Step 2

- Up to 50 years old - 5 yearly
- If aged 45 and 46 - 5 yearly
- Ages 47, 48 and 49 (the expiry would be set as their 52nd birthday)
- Age 50-60 - every 2 years
- From age 60 - renewed annually



Medical.Assessment.Category  
3

- The issue date in Onsite should be recorded as the date the assessment or appointment took place.

**NOTE:**The date for the signature requirement of the examining AHP should not be used in lieu of the assessment date if this information is missing from the form.

### Person Verification

- Name on Medical Must match Cardholder name in Onsite (Shortened version of name is accepted EG. Chris for Christopher)
- Date of Birth (DOB) for applicant must be shown on the medical (any page)

### Verification of Results

- Fit for duty page present
- Fit for duty section must be ticked, and completed.
- If a medical has been ticked indicating the applicant is 'Fit for duty subject to job modification' Pegasus staff will accept this as normal with no verification toward ensuring the job modification actually does take place

### Verification Details

- Assessment date (Or appointment date) must be recorded on the fitness for duty page
- Medical has been completed by (or co-signed by) an ARA - AHP (Authorised Health Professional) doctor
- AHP's details should be shown (First and Last name OR First name initial with Last name and signature should be present)
- Category 3 (Or Mauve Category) to be displayed
- Category 1 medical document CAN be accepted in lieu of a category 3 rail medical but category 3 medical rules must be applied
- Black and white or colour is accepted
- Drug and alcohol testing results are not required to be displayed within the uploaded file however if the results are included, they must indicate a negative test result (unless declared positive but consistent with prescribed medication)

**NOTE:** If you receive a medical document where more than one assessment date / date of completion is shown: Please use the assessment date from the fitness for duty page

### Calculating the Expiry Date

#### Step 1

- Enter the current year
- Subtract the year of birth shown on the medical
- This will identify the individuals age (then refer to table below to calculate expiry)

#### Step 2

- The expiration date for this competency should always be calculated to occur on the applicants 40th birthday, so you would enter 40 minus the individuals age, then add this number to the current year which will give the year of expiry. The day and month will be as per date of birth.

*Example for medical conducted in 2017:*

$$2017 - 1991 = 26$$

$$40 - 26 = 14$$



$$2017 + 14 = 2031$$

#### Exception

1. If the applicant had the medical completed within 12 months of their 40th birthday you would then allocate an expiration of 5 years
2. After the applicant passes the age of 40, medicals are to be completed every 5 years
3. When the doctor has explicitly indicated an earlier review date is required this date must be entered as the expiry

**NOTE:** The fitness for duty page of the TFNSW Contractor Health Assessment Request and Report Form can be accepted with an expiration of 40 years despite the declaration sentence which is printed on the form which states 'This assessment is only valid for five years from the date of my signature below ...' however if the doctor has explicitly indicated an earlier review date is required as a recommendation which is separate to that sentence / declaration, this should be used for the expiration date entry in Onsite.



<p><b>Medical.Assessment.Medical Category 1 (Full Colour)</b></p>	<p><b>Person Verification</b></p> <ul style="list-style-type: none"> <li>Name on Medical Must match Cardholder name in Onsite (Shortened version of name is accepted EG. Chris for Christopher)</li> <li>Date of Birth (DOB) for applicant must be shown on the medical (any page)</li> </ul> <p><b>Verification of Results</b></p> <ul style="list-style-type: none"> <li>Fit for duty page present</li> <li>Fit for duty section must be ticked, or review date must be listed.</li> </ul> <p><b>Note: A medical stating limitations due to colour blindness, is <u>not</u> to be uploaded or accepted against this competency.</b></p> <p><b>Verification Details</b></p> <ul style="list-style-type: none"> <li>Medical has been completed by (or co-signed by) an ARA - AHP (Authorised Health Professional)</li> <li>AHP's details should be shown (First and Last name OR First name initial with Last name and signature should be present)</li> <li>Assessment date (Or appointment date) must be recorded</li> <li>Category 1 to be displayed</li> <li>Black and white or colour is accepted</li> </ul>	<ul style="list-style-type: none"> <li>The issue date in Onsite should be recorded as the date the assessment or appointment took place.</li> </ul> <p><b>NOTE:</b>The date for the signature requirement of the examining AHP <u>should not</u> be used in lieu of the assessment date if this information is missing from the form.</p> <p><b>NOTE:</b> If you receive a medical document where more than one assessment date / date of completion is shown: Please use the assessment date from the fitness for duty page</p> <p><b>Calculating the Expiry Date</b> The expiration date for this competency should always be calculated to occur as follows (Unless the individuals' medical states otherwise):</p> <p>Step 1</p> <ul style="list-style-type: none"> <li>Enter the current year</li> <li>Subtract the year of birth shown on the medical</li> <li>This will identify the individuals age (then refer to table below to calculate expiry)</li> </ul> <p>Step 2</p> <ul style="list-style-type: none"> <li>Up to 50 years old - 5 yearly</li> <li>If aged 45 and 46 - 5 yearly</li> <li>Ages 47, 48 and 49 (the expiry would be set as their 52nd birthday)</li> <li>Age 50-60 - every 2 years</li> <li>From age 60 - renewed annually</li> </ul>	 
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Medical Competencies - Public Transport Authority of Western Australia

## Public Transport Authority Competencies:

COMPETENCY	COMPETENCY REQUIREMENTS	UPLOAD REQUIREMENTS	EXAMPLES
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**Medical.Assessment.PTA  
- Medical - Category 1**

For Contractors and PTA employees when Fitness for duty page of medical is supplied:

**For Contractors and PTA employees when Fitness for duty page of medical is supplied:**

<p><b>Person Verification</b></p> <ul style="list-style-type: none"> <li>• Applicant name on Medical assessment form must match applicant name in Onsite (Shortened version of name is accepted EG. Chris for Christopher)</li> <li>• Date of Birth (DOB) for applicant must be shown on the medical (any page)</li> </ul>
<p><b>Verification of Results</b></p> <ul style="list-style-type: none"> <li>• AHP's details should be shown (First and Last name OR First name initial with Last name and signature should be present)</li> <li>• Assessment date (Or appointment date) must be recorded</li> <li>• There must be a tick/ note on assessment form indicating the applicant is 'Fit for duty'</li> <li>• Fit for duty page required within upload</li> <li>• If a medical has been ticked indicating the applicant is 'Fit for duty subject to job modification' Pegasus staff will accept this as normal with no verification toward ensuring the job modification actually does take place</li> <li>• Drug and alcohol NOT required</li> </ul>
<p><b>Verification Details</b></p> <ul style="list-style-type: none"> <li>• Category 1 to be displayed</li> <li>• Black and white or colour is fine.</li> <li>• Must be completed by (or co-signed by) an ARA - AHP (Authorised Health Professional)</li> </ul>

Medicals submitted between 1 Feb 2016 and 1 Nov 2016:	Medicals submitted 1 Nov 2016 onwards:
<p>During this period only rail medicals which have been completed by a doctor that is registered on the national Authorised Health Professional list (seen on <a href="http://railindustryworker.com.au/">http://railindustryworker.com.au/</a>) can be accepted unless the assessment was completed prior to 1 Feb 2016 in which case the PTA WA list of AHP will also be accepted.</p>	<p>Only medicals which have been completed by a doctor that is registered on the national AHP list will be accepted (seen on <a href="http://railindustryworker.com.au/">http://railindustryworker.com.au/</a>) – There will be no recognition of AHP registrations shown on previous PTA AHP lists regardless of the date in which the assessment took place</p>

- The issue date in Onsite should be recorded as the date the assessment or appointment took place.

**NOTE:**The date for the signature requirement of the examining AHP should not be used in lieu of the assessment

date if this information is missing from the form.

**NOTE:** If you receive a medical document where more than one assessment date / date of completion is shown: Please use the assessment date from the fitness for duty page

**Calculating the Expiry Date**

The expiration date for this competency should always be calculated to occur as follows (Unless the individuals' medical states otherwise):

Step 1

- Enter the current year
- Subtract the year of birth shown on the medical
- This will identify the individuals age (then refer to table below to calculate expiry)

Step 2

- Up to 50 years old - 5 yearly
- If aged 45 and 46 - 5 yearly
- Ages 47, 48 and 49 (the expiry would be set as their 52nd birthday)
- Age 50-60 - every 2 years
- From age 60 - renewed annually

**For PTA employee whereby email verification from PTA is supplied:**

- Issue date to be recorded in Onsite as the date in which the medical assessment / appointment took place (as shown on the evidence)
- Expiry date to be recorded as shown on the uploaded evidence



**Medical.Assessment.PTA  
- Medical - Category 2**

**For PTA employee whereby email verification from PTA is supplied:**

<p><b>Person Verification</b></p> <ul style="list-style-type: none"> <li>Applicant name on Medical assessment form must match applicant name in Onsite (Shortened version of name is accepted EG. Chris for Christopher)</li> <li>Date of Birth (DOB) for applicant must be shown on the medical (any page)</li> </ul>
<p><b>Verification of Results</b></p> <ul style="list-style-type: none"> <li>AHP's details should be shown (First and Last name OR First name initial with Last name and signature should be present)</li> <li>Assessment date (Or appointment date) must be recorded</li> <li>There must be a tick/ note on assessment form indicating the applicant is 'Fit for duty'</li> <li>Fit for duty page required within upload</li> <li>If a medical has been ticked indicating the applicant is 'Fit for duty subject to job modification' Pegasus staff will accept this as normal with no verification toward ensuring the job modification actually does take place</li> <li>Drug and alcohol NOT required</li> </ul>
<p><b>Verification Details</b></p> <ul style="list-style-type: none"> <li>Category 2 to be displayed</li> <li>Black and white or colour is fine.</li> <li>Must be completed by (or co-signed by) an ARA - AHP (Authorised Health Professional)</li> </ul>

Medicals submitted between 1 Feb 2016 and 1 Nov 2016	Medicals submitted 1 Nov 2016 onwards
<p>During this period only rail medicals which have been completed by a doctor that is registered on the national Authorised Health Professional list (seen on <a href="http://railindustryworker.com.au/">http://railindustryworker.com.au/</a>) can be accepted unless the assessment was completed prior to 1 Feb 2016 in which case the PTA WA list of AHP will also be accepted.</p>	<p>Only medicals which have been completed by a doctor that is registered on the national AHP list will be accepted (seen on <a href="http://railindustryworker.com.au/">http://railindustryworker.com.au/</a>) – There will be no recognition of AHP registrations shown on previous PTA AHP lists regardless of the date in which the assessment took place.</p>

- The issue date in Onsite should be recorded as the date the assessment or appointment took place.

**NOTE:**The date for the signature requirement of the examining AHP should not be used in lieu of the assessment

date if this information is missing from the form.

**NOTE:** If you receive a medical document where more than one assessment date / date of completion is shown: Please use the assessment date from the fitness for duty page

**Calculating the Expiry Date**  
The expiration date for this competency should always be calculated to occur as follows (Unless the individuals' medical states otherwise):

**Step 1**

- Enter the current year
- Subtract the year of birth shown on the medical
- This will identify the individuals age (then refer to table below to calculate expiry)

**Step 2**

- Up to 50 years old - 5 yearly
- If aged 45 and 46 - 5 yearly
- Ages 47, 48 and 49 (the expiry would be set as their 52nd birthday)
- Age 50-60 - every 2 years
- From age 60 - renewed annually

**For PTA employee whereby email verification from PTA is supplied:**

- Issue date to be recorded in Onsite as the date in which the medical assessment / appointment took place (as shown on the evidence)
- Expiry date to be recorded as shown on the uploaded evidence



**Medical.Assessment.PTA  
- Medical - Category 3**

**For PTA employee whereby email verification from PTA is supplied:**

- The issue date in Onsite should be recorded as the date the assessment or appointment took place.



### Person Verification

- Applicant name on Medical assessment form must match applicant name in Onsite (Shortened version of name is accepted EG. Chris for Christopher)
- Date of Birth (DOB) for applicant must be shown on the medical (any page)

### Verification of Results

- AHP's details should be shown (First and Last name OR First name initial with Last name and signature should be present)
- Assessment date (Or appointment date) must be recorded
- There must be a tick/ note on assessment form indicating the applicant is 'Fit for duty'
- Fit for duty page required within upload
- If a medical has been ticked indicating the applicant is 'Fit for duty subject to job modification' Pegasus staff will accept this as normal with no verification toward ensuring the job modification actually does take place
- Drug and alcohol NOT required

### Verification Details

- Category 3 to be displayed
- Black and white or colour is fine.
- Must be completed by (or co-signed by) an ARA - AHP (Authorised Health Professional)

### Medicals submitted between 1 Feb 2016 and 1 Nov 2016

During this period only rail medicals which have been completed by a doctor that is registered on the national Authorised Health Professional list (seen on <http://railindustryworker.com.au/>) can be accepted unless the assessment was completed prior to 1 Feb 2016 in which case the PTA WA list of AHP will also be accepted.

### Medicals submitted 1 Nov 2016 onwards

Only medicals which have been completed by a doctor that is registered on the national AHP list will be accepted (seen on <http://railindustryworker.com.au/>) – There will be no recognition of AHP registrations shown on previous PTA AHP lists regardless of the date in which the assessment took place.

**NOTE:**The date for the signature requirement of the examining AHP shou  
ld not be used in lieu of the assessment date if this information is missing from the form.

**NOTE:** If you receive a medical document where more than one assessment date / date of completion is shown: Please use the assessment date from the fitness for duty page

### Calculating the Expiry Date

#### Step 1

- Enter the current year
- Subtract the year of birth shown on the medical
- This will identify the individuals age (then refer to table below to calculate expiry)

#### Step 2

- The expiration date for this competency should always be calculated to occur on the applicants 40th birthday, so you would enter 40 minus the individuals age, then add this number to the current year which will give the year of expiry. The day and month will be as per date of birth.

*Example for medical conducted in 2017:*  
 $2017 - 1991 = 26$   
 $40 - 26 = 14$   
 $2017 + 14 = 2031$

#### Exception

1. If the applicant had the medical completed within 12 months of their 40th birthday you would then allocate an expiration of 5 years
2. After the applicant passes the age of 40, medicals are to be completed every 5 years
3. When the doctor has explicitly indicated an earlier review date is required this date must be entered as the expiry




**For PTA employee whereby email verification from PTA is supplied:**



		<ul style="list-style-type: none"> <li>Issue date to be recorded in Onsite as the date in which the medical assessment / appointment took place (as shown on the evidence)</li> <li>Expiry date to be recorded as shown on the uploaded evidence</li> </ul>
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Medical Competencies - Transport for New South Wales

## Transport for New South Wales

COMPETENCY	DETAILS FOR COMPETENCY	UPLOAD REQUIREMENTS	EXAMPLES
<b>Medical.Assessment.TfNSW</b> <b>- Medical Category 1</b>	<p><b>Person Verification</b></p> <ul style="list-style-type: none"> <li>Name on Medical Cardholder name in Onsite (Shortened version of name is accepted EG. Chris for Christopher)</li> <li>Date of Birth (DOB) for applicant must be shown on the medical (any page)</li> </ul>	<ul style="list-style-type: none"> <li>The issue date in Onsite should be recorded as the date the assessment or appointment took place.</li> </ul> <p><b>NOTE:</b>The date for the signature requirement of the examining AHP <u>should not</u> be used in lieu of the assessment date if this information is missing from the form.</p> <p><b>NOTE:</b> If you receive a medical document where more than one assessment date / date of completion is shown: Please use the assessment date from the fitness for duty page</p> <p><b>Calculating the Expiry Date</b>  The expiration date for this competency should always be calculated to occur as follows (Unless the individuals' medical states otherwise):</p> <p>Step 1</p> <ul style="list-style-type: none"> <li>Enter the current year</li> <li>Subtract the year of birth shown on the medical</li> <li>This will identify the individuals age (then refer to table below to calculate expiry)</li> </ul> <p>Step 2</p> <ul style="list-style-type: none"> <li>Up to 50 years old - 5 yearly</li> <li>If aged 45 and 46 - 5 yearly</li> <li>Ages 47, 48 and 49 (the expiry would be set as their 52nd birthday)</li> <li>Age 50-60 - every 2 years</li> <li>From age 60 - renewed annually</li> </ul>	    

#### Verification of Results

- Fit for duty page to be present within uploaded file
- Fit for duty section must be ticked, and completed.

**NOTE:** If a medical has been ticked indicating the applicant is 'Fit for duty subject to job modification' Pegasus staff will accept this as normal with no verification toward ensuring the job modification actually does take place

**NOTE:** Where screenshot has been uploaded for internal TFNSW / Sydney Trains employee, AHP's details are not required to be shown on document

- **Drug and alcohol test is to be completed –**  
Negative result listed on fit for duty page is acceptable.
- When TFNSW medical fitness for duty page is uploaded and there is a 'negative' result showing for 'Alcohol breath / urine drug test results were..' but there is also an indication of 'Not Indicated' in the 'Drug and Alcohol assessment completed' section, this second sentence can be disregarded - The negative result is the main/ required information.
- Medical is to be rejected where applicant has positive drug and alcohol test results displayed

- Where a positive drug and alcohol medical has been uploaded to a TfNSW role, TfNSW is to be notified by a Pegasus internal team member by emailing [RIW@transport.nsw.gov.au](mailto:RIW@transport.nsw.gov.au) stating: "#NAME# #ID# has uploaded a medical with positive, which Onsite has rejected."

#### Verification Details

- Category 1 to be displayed
- AHP's details should be shown (First and Last name OR First name initial with Last name and signature should be present)
- Doctor who has either complete or cosigned the medical must be registered as an AHP (Authorised Health Professional) for completion of Cat 1 rail medicals
- Assessment / appointment date must be recorded on the fitness for duty page
- Black and white or colour is accepted

#### Medical.Assessment.TfNSW - Medical Category 2

#### Person Verification

- Name on Medical Must match Cardholder name in Onsite (Shortened version of name is accepted EG. Chris for Christopher)
- Date of Birth (DOB) for applicant must be shown on the medical (any page)

- The issue date in Onsite should be recorded as the date the assessment or appointment took place.

**NOTE:**The date for the signature requirement of the examining AHP should not be used in lieu of the assessment

date if this information is missing from the form.

**NOTE:** If you receive a medical document where more than one assessment date / date of completion is shown: Please use the assessment date from the fitness for duty page

#### Calculating the Expiry Date

The expiration date for this competency should always be calculated to occur as follows (Unless the individuals' medical states otherwise):

#### Step 1

- Enter the current year
- Subtract the year of birth shown on the medical
- This will identify the individuals age (then refer to table below to calculate expiry)

#### Step 2

- Up to 50 years old - 5 yearly
- If aged 45 and 46 - 5 yearly
- Ages 47, 48 and 49 (the expiry would be set as their 52nd birthday)
- Age 50-60 - every 2 years
- From age 60 - renewed annually



#### Verification of Results

- **Drug and alcohol test is to be completed** – results listed on fit for duty page is acceptable.
- When TFNSW medical fitness for duty page is uploaded and there is a 'negative' result showing for 'Alcohol breath / urine drug test results were..' but there is also an indication of 'Not Indicated' in the 'Drug and Alcohol assessment completed' section, this second sentence can be disregarded - The negative result is the main/ required information.
- Medical is to be rejected where applicant has positive drug and alcohol test results displayed
- Fit for duty page to be present within uploaded file
- Fit for duty section must be ticked, and completed.  
**NOTE:** If a medical has been ticked indicating the applicant is 'Fit for duty subject to job modification' Pegasus staff will accept this as normal with no verification toward ensuring the job modification actually does take place
- **NOTE:** Where screenshot has been uploaded for internal TFNSW / Sydney Trains employee, AHP's details are not required to be shown on document

Where a positive drug and alcohol medical has been uploaded to a TfNSW role, TfNSW is to be notified by a Pegasus internal team member by emailing [RIW@transport.nsw.gov.au](mailto:RIW@transport.nsw.gov.au) stating: "#NAME# #ID# has uploaded a medical with positive, which Onsite has rejected."

**Verification Details**

- Category 2 to be displayed
- AHP's details should be shown (First and Last name OR First name initial with Last name and signature should be present)
- Doctor who has either complete or cosigned the medical must be registered as an AHP (Authorised Health Professional) for completion of Cat 2 rail medicals
- Black and white or colour is accepted
- Assessment / appointment date must be recorded on the fitness for duty page

**Medical.Assessment.TfNSW  
- Medical Category 3**

**Person Verification**

- Name on Medical Must match Cardholder name in Onsite (Shortened version of name is accepted EG. Chris for Christopher)
- Date of Birth (DOB) for applicant must be shown on the medical (any page)

- Issue date: To be recorded as the date the medical assessment occurred
- **NOTE:** If you receive a medical document where more than one assessment date / date of completion is shown: Please use the assessment date from the fitness for duty page
- Expiry date: 5 years from date of medical completed.
- Where a correctly completed medical has been uploaded to a TfNSW role without it stating "... Valid for five years ..." the expiry date is still to be set for five (5) year expiry.
- Where a correctly completed medical has been uploaded to a TfNSW role without showing the TfNSW logo it is acceptable.
- Where a positive drug and alcohol medical has been uploaded to a TfNSW role, TfNSW is to be notified by a Pegasus internal team member by emailing [RIW@transport.nsw.gov.au](mailto:RIW@transport.nsw.gov.au) stating: "#NAME# #ID# has uploaded a medical with positive, which Onsite has rejected."



#### Verification of Results

- **Drug and alcohol test is to be completed** – results listed on fit for duty page is acceptable.
- When TFNSW medical fitness for duty page is uploaded and there is a 'negative' result showing for 'Alcohol breath / urine drug test results were..' but there is also an indication of 'Not Indicated' in the 'Drug and Alcohol assessment completed' section, this second sentence can be disregarded - The negative result is the main/ required information.
- Medical is to be rejected where applicant has positive drug and alcohol test results displayed
- Fit for duty page to be present within uploaded file
- Fit for duty section must be ticked, and completed.  
**NOTE:** If a medical has been ticked indicating the applicant is 'Fit for duty subject to job modification' Pegasus staff will accept this as normal with no verification toward ensuring the job modification actually does take place
- **NOTE:** Where screenshot has been uploaded for internal TFNSW / Sydney Trains employee, AHP's details are not required to be shown on document



	<p><b>Verification Details</b></p> <ul style="list-style-type: none"> <li>• Category 3 to be displayed</li> <li>• AHP's details should be shown (First and Last name OR First name initial with Last name and signature should be present)</li> <li>• Doctor who has either complete or cosigned the medical must be registered as an AHP (Authorised Health Professional) for completion of Cat 3 rail medicals</li> <li>• Black and white or colour is accepted</li> <li>• Assessment / appointment date must be recorded on the fitness for duty page</li> </ul> <p><b>NOTE:</b> Where screenshot has been uploaded for internal TFNSW / Sydney Trains employee, AHP's details are not required to be shown on document</p>		
<b>Medical.Assessment.RISI</b>	<ul style="list-style-type: none"> <li>• Name on evidence must match Cardholder name in Onsite (Shortened version of name is accepted EG. Chris for Christopher)</li> <li>• Document uploaded must be a TFNSW issued RISI card</li> </ul>	<ul style="list-style-type: none"> <li>• Issue date: To be recorded as the date the medical assessment occurred</li> <li>• Expiry date: As displayed on RISI card</li> </ul>	