

## **ANNEX "A" STATEMENT OF WORK:**

### **Title**

Forensic Psychiatric Assessor

### **Background**

Parole Board of Canada (PBC) and Correctional Service of Canada (CSC) Policy dictate that at least one psychiatric assessment report is required for any offender with a life or indeterminate sentence. These assessments address mental illness or disorder and mental capacity, and provide information to CSC on intervention strategies which are needed by the offender. A new psychiatric pre-release assessment report is required for offenders with a life minimum or indeterminate sentence when they first apply for any type of conditional release other than a medical or compassionate escorted temporary absence. A psychiatric assessment report is also required for any offender when recommended by a psychologist.

### **Objective**

The objective of this contract is to obtain psychiatric risk assessments on inmates as per policy.

### **Tasks**

The contractor shall conduct up to a maximum of 25 English psychiatric risk assessments on inmates in the Atlantic region (New Brunswick or Nova Scotia) on an as and when required basis determined by the project authority. Assessments shall be completed at various dates as per the project authority. A psychiatric assessment will include a review of all relevant file information, interview(s) with the offender, and discussion of the case with appropriate staff, if necessary.

### **Deliverables**

- The contractor will provide professional opinion with respect to the level of risk of violent and general recidivism that the offender poses based on sound scientific principles.
- The contractor will provide recommendations with respect to required programming or other treatment and any short/long-term management considerations for the case.
- The contractor will address any specific referral questions from the referral agent, such as but not limited to, the dynamics of offences, management of risk during transfer or release, assessment of specific release plans, etc.

This information will be included in a Psychiatric Assessment Report which will become the property of CSC to be used in accordance with the normal usage of such reports.

The contractor will be provided with an information package on each case they are assessing. This information will include various documents from the offender's psychology, case management, and other CSC files, as well as psychometric test data if available. The contractor will review this information and then interview the offender at the institution where he is housed. Telemedicine will be considered and would be subject to the project authority's approval. Upon receipt of referral, the contractor will complete and submit a psychiatric assessment report to the project authority within 30 working days. An electronic copy of the report will be provided to the project authority in Microsoft Word or PDF format. After completion of each assessment report, the package of offender information, along with any Raw Data administered to the offender, is to be returned to the Psychology/Mental Health Department at the institution where the offender was assessed, as soon as possible for filing, sharing, and/or disposal.

All work will be performed subject to the inspection and acceptance by the Project Authority.

The contractor may use support persons pre-approved by the project authority, such as clerical support. Any and all support persons with access to offender information must have CSC Security Clearance at the level of reliability status and must respect law and policy with respect to information sharing and confidentiality.

### **Mandatory Requirements**

To fulfill the requirements of the contract, the contractor must:

- Provide proof that he/she is licensed as a Psychiatrist in good standing with his/her respective College of Physicians and Surgeons in the province of Nova Scotia and New Brunswick. A copy of the licenses must be included in the proposal. These documents must be provided each year before the option period is exercised.
- Provide a signed declaration that he/she is a member in good standing with his/her respective provincial College of Physicians and Surgeons, that there are no investigations or judgements against the proposed physician in any area of professional conduct, and that his/her license to practice medicine has no restrictions. If there are current investigations, judgements or restrictions against the proposed physician, details of them must be provided and indicated in the form. Further details will be obtained from the Register of the College of Physicians and Surgeons of Nova Scotia and New Brunswick, as required, by the Project Authority. These documents must be provided each year before the option period is exercised.

- provide proof of professional liability insurance.
- have a minimum of one (1) year experience providing psychiatric forensic risk assessments.
- provide a curriculum vitae (CV) that demonstrates experience with a forensic or correctional population.

### **Travel**

The contractor will not be paid for travel time required to complete the tasks and meet the objectives of this Statement of Work.

### **Cancellation of assessments**

Due to the nature of the environment in which the assessments will be conducted, the scheduled dates of the sessions may be subject to change due to urgent institutional circumstances such as institutional lockdowns, closures due to inclement weather, security requirements or other emergency situations at no cost to CSC. In these cases, the Project Authority or his representative will advise the contractor and the assessments will be rescheduled.

### **Task Request/Authorization**

No work can be started until authorization is given to start by the Project Authority. A contractual obligation will only come into effect upon the acceptance by the Project Authority.

The Project Authority will advise the contractor by telephone and will provide the contractor with an email confirmation describing the work to be performed and the location where the work will be performed.