

Injury on Duty Scheme – Composite end to end process

To be printed in colour

Key: PSNI, NIPB, DoJ

1. NIPB receive application from either a serving or retired officer.
2. Information provided to NIPB regarding all records relating to an identified injury.
3. If IoD claim is identified as part of an IHR, then upon receipt of the red envelope from OHW, HR will collate supplementary evidence for NIPB which includes all IoD's in an officer's file.
4. Supplementary evidence forwarded to NIPB for inclusion in the IHR papers for the SMP to review.
5. For retrospective IoD's from officers who have left PSNI, PSNI HR will search an officer's file and provide details of all paperwork held relating to the members IoD.
6. Case allocated to a caseworker within PAB who will progress case in line with PAB's internal processes.
7. Appointment scheduled with a SMP.
8. SMP assessment takes place during which the SMP produces a report and certificate to include a recommendation on the medical evidence.
9. PAB management undertake quality control processes on SMP's report and certificate to ensure that the SMP has discharged their statutory and contractual functions.
10. PAB management include anonymised details of the case on the monthly SMP report which is issued for final decision to the Board's Resources Committee.
11. Resources Committee consider the monthly SMP report prepared by NIPB officials and make the ultimate decision in the case, in line with the responsibilities conferred on NIPB by the 2006 Regulations.
12. NIPB Officials communicate the Committee decision directly to PSNI HR or applicant's representative. A copy of the SMP's report and certificate is provided to the applicant at this stage.
13. If an award has been approved NIPB officials will contact PSNI Pensions Branch with confirmation of the Committee's decision. A copy of the SMP certificate will also be shared with PSNI Pensions Branch at this stage.
14. For all new IoD awards – details of the member's gratuity will be calculated and a letter will be issued to members providing them with details and requesting information on relevant SSA benefits that should be notified/claimed.

15. When information is received from the member on their SSA benefits, final monthly award payments are calculated, including all relevant backdated elements.
16. Payments will then fall into normal annual cycles for payroll.
17. Notification of appeal to the IMR received by NIPB within 28 days after an applicant has received a copy of the final report and certificate of the SMP.
18. Statement of grounds of appeal to be forwarded to NIPB by the applicant within a further 28 days of the initial notification of the appeal.
19. NIPB officials provide copies (in duplicate) of grounds of appeal, SMP report and certificate and case referral bundle considered by SMP.
20. DoJ confirm what (if any) documents determined as necessary are to be supplied prior to the appeal hearing. If no further documentation is requested, then an appointment shall be arranged for an appeal hearing.
21. DoJ update medical appeals spreadsheet and open file.
22. Acknowledgement letter, NIPB submission papers and IMR selection form issued to appellant / representative.
23. On receipt of IMR selection form, appointment is arranged. NIPB officials and the applicant will notify DoJ if they intend to be represented at the hearing and/or submit written evidence.
24. IMR appeal hearing takes place during which the IMR produces a report and certificate expressing their decision on any of the questions referred to the SMP on which he disagrees with the latter's decision.
25. DoJ quality assure completed IMR report and certificate.
26. Report and certificate submitted to NIPB.
27. PAB management include details of the case (anonymised) on the monthly IMR report which is issued for final decision to the Board's Resources Committee.
28. Resources Committee consider the monthly IMR report prepared by NIPB officials and make the ultimate decision in the case.
29. NIPB officials communicate the Committee decision directly to PSNI HR or the applicant's representative. A copy of the IMR report and certificate is provided to the applicant at this stage.
30. In instances whereby an SMP's banding has been altered or a refusal has been overturned, NIPB officials will contact PSNI Pensions Branch with confirmation of the Committee's decision. A copy of the IMR certificate will also be shared with PSNI Pensions Branch at this stage.
31. For changes to awards, details will be recalculated and IoD revised in the next available payroll run. Letters issued to the member notifying them of the impact of their award review.

32. Once items enter in payment status they will form part of normal processing and uprating and review.
33. If the appellant is dissatisfied with the decision of the NIPB, they may apply for a reconsideration by the initial IMR via NIPB or JR the decision through the courts. Another option is to apply for a Medical Appeals Tribunal (MAT) which will be administered by DoJ.
34. MAT received from appellant.
35. List of Chairpersons issued to appellant to choose Chair for MAT Panel.
36. On receipt of submission papers, a hearing date will be arranged.
37. Chairman will submit decision of hearing to DoJ within 6 weeks.
38. Copy of determination forwarded to both appellant and respondent.
39. Submission papers destroyed as per Chair's instructions.