

## **Director of the New Mexico Medical Review Commission**

Reports To: Chief Justice of the New Mexico Supreme Court  
Status: At-Will Serving at the Pleasure of the Chief Justice of the New Mexico Supreme Court  
Location: Hybrid – remote work with occasional work from Albuquerque office  
Hours: Initially, anticipated average of 20 hours per week; After the first several months, the average hourly commitment is expected to be 5-10 hours per week; primarily weekday evenings; to be billed on a monthly basis.  
Rate of Pay: \$150 per hour

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### **Basic Duties:**

The New Mexico Medical Review Commission (“Commission”) is responsible for assembling panels made up of physicians and lawyers to screen medical malpractice claims against independent providers qualified for coverage under the Medical Malpractice Act (“MMA”). The Director of the Commission is responsible for adopting and implementing the rules and procedures that govern the panel process. The Director is also responsible for overseeing the panel process, including receiving and processing applications, recruiting, and appointing panelists, chairing panel hearings, and appointing and supervising substitute panel hearing chairpersons. The number of hours will fluctuate and will likely be greater during the first year of the contract as new rules are promulgated and implemented.

### **Minimum Educational and Experience Requirements:**

- Juris Doctor degree from a law school accredited by the American Bar Association.
- Licensed to practice law in New Mexico.
- In good standing with the New Mexico Supreme Court.
- Ten (10) years of active practice and litigation experience are preferred but not required.

### **Essential Job Duties:**

- Maintain an independent appearance without demonstration or suggestion of bias toward the parties appearing before the Commission and ensure that staff and contractors for the Commission do the same.
- Frequent reporting to the Chief Justice of the New Mexico Supreme Court.
- Promulgate and administer comprehensive rules and procedures governing the Commission process.
- Maintain transparency and consistency in the process.
- Decision making regarding jurisdictional issues, out of the ordinary requests or disputes regarding proceedings; requires occasional communication with counsel for parties to cases presented for screening.
- Review patient applications to ensure compliance with statutory requirements.

- Coordinate with the State Bar of New Mexico, the New Mexico Medical Society, and other professional associations to recruit lawyer and physician panelists for hearings.
- Oversee administrative staff in their completion of the following tasks:
  - Confirm that the health care providers identified in patient applications are qualified health care providers under the MMA;
  - Notify insurance carriers for qualified health care providers;
  - Schedule panel hearings;
  - Provide notice to all parties regarding the panel hearing date and related deadlines;
  - Request all relevant medical records;
  - Follow up on outstanding medical records requests, process in-coming medical records, and distribute medical records to the parties;
  - Create and transmit survey to determine the availability of health care providers and attorney panelists;
  - Assign panelists and address any disqualifications of appointed panelists;
  - Organize and compile records for panel hearings;
  - Set up virtual or in-person panel hearings; and
  - Prepare panel results for distribution to the parties.
- Decide and rule on legal issues that arise during the panel process.
- Preside as chairperson over panel hearings and appoint other attorneys to work as chairs when necessary.
- Ensure that panel hearings are conducted by the Commission in a manner free from the appearance of impropriety.
- Cooperate fully with patients who have prevailed at their panel hearing to retain a health care provider qualified in the field of medicine involved, who will consult with, assist in trial preparation, and testify on behalf of the patient.
- Maintain records of all proceedings before the Commission.
- Prepare data intensive annual report regarding the work completed by the Commission for submission to the Chief Justice of the New Mexico Supreme Court.

**Please send letters of interest and resumé or CV to:**

[Taryn@mcginlaw.com](mailto:Taryn@mcginlaw.com)

**Attn:** NMMRC Hiring Committee

**Deadline to Apply: August 1, 2022**