## **Reference Request Template**

**Applicant’s Name: Dr. XX**

**For the role of: XXXXX**

**Competition Reference number: ……………………………………………………………**

**(i)How long have you known the applicant and in what capacity?**

From……………………………………………To…………………………………………………….

Consultant- immediate supervisor 🞎

Educational Supervisor 🞎

Clinical Director 🞎

Other (please specify) 🞎 …………………………………………

**(ii)What was the applicant’s job title:** …………………………………………………………

**(iii) Dates of employment**: ………………………………………………………………………………………

**Please rate the applicant’s performance in the following areas, *by reference to the grade at which the applicant was employed:***

**(Please tick)**

1. **Knowledge/Experience**

Very able, comprehensive knowledge of speciality 🞎

Good all round medical knowledge 🞎

Satisfactory with areas of improvement needed (Key areas of medicine well known but not details of the specialty) 🞎

Adequate with some gaps in knowledge 🞎

Unsatisfactory- Large areas of inexperience 🞎

**Comments:** …………………………………………………………………………………

1. **Technical Skills**

Able and highly skilled with relevant/required practical procedures 🞎

Satisfactory - capable with most practical procedures 🞎

Satisfactory - Some gaps in performance of procedures 🞎

Significant area of concern- Poor practically 🞎

**Comments:** …………………………………………………………………………………

1. **Attitude to patients and family**

Usually very thoughtful and caring 🞎

Generally satisfactory 🞎

Satisfactory but occasionally failing to think of their needs 🞎

Unsatisfactory 🞎

**Comments:** …………………………………………………………………………………

1. **Relationships with other staff**

Satisfactory, generally gets on well with most people 🞎

Satisfactory, an area of strength and professional in dealing with others 🞎

Adequate and only occasionally conflicts with other colleagues 🞎

Substantial area of concern - upsets others/does not work as one of a team 🞎

**Comments:** …………………………………………………………………………………

**5) Response to stress**

1. Unsatisfactory -Exhibits uncertainty in stressful situations/ uncertainty in referral 🞎
2. Satisfactory, an area of strength and manages patients well and calmly seeks advice regarding problems promptly and appropriately having thought them through 🞎
3. Adequate, however sometimes uncertain when to discuss potential problems with senior colleagues 🞎
4. Unsatisfactory 🞎

**Comments:** …………………………………………………………………………………

**6) Note keeping**

1. Unsatisfactory - Inconsistent or poor note keeping 🞎
2. Exemplary Always keeps clear, concise problem-orientated notes 🞎
3. Satisfactory -Usually keeps well prepared problem-orientated notes 🞎

**7) Organisational Skills**

* 1. Effective 🞎
	2. Satisfactory 🞎
	3. Significant area of concern 🞎
1. **Audit**
2. Participates actively in audit 🞎
3. Satisfactory Participation 🞎
4. Unsure as there were service pressures so cannot assess 🞎
5. Will participate but did not demonstrate motivation 🞎
6. Unsatisfactory participation 🞎
7. **Communication Skills**
8. Excellent written and verbal communication 🞎
9. Satisfactory 🞎
10. Satisfactory although there were some gaps in understanding 🞎
11. Unsatisfactory- Difficulties in communications (written or) verbal 🞎

**10) Sickness Absence: Did you have any cause for concern about the applicant’s level of sickness absences – this?** *(can be completed by Medical HR or referee)*

**Yes 🞎 No 🞎**

**If yes please specify:**

**………………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………………**

11) Is the applicant currently subject to any work performance or active disciplinary investigations or procedures, formal or otherwise during their time with you (including proceedings instigated by the IMC/ anybody governing medical professionals)? *(can be completed by Medical HR or referee)*

**Yes 🞎 No 🞎**

**If yes please describe:**

**………………………………………………………………………………………………………………………………………………………**

**12) Would you:**

* **Re-employ the applicant Yes** 🞎 **No** 🞎
* **recommend him/her to another employer Yes** 🞎 **No** 🞎
* **recommend him/her to \_\_\_\_\_\_\_\_\_\_ Hospital/CHO, for this post Yes** 🞎 **No** 🞎

**13) General Comments:**

**………………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………………**

**Signed: ……………………………….**

**Print Name: ………………………….…………………………………**

**Title: ……………………………..**

**Contact details: ……………………………..**

**Date: ……………………………………………………………**

**Official Stamp:**