

## 2022 REFEREE FORM

Question	<b>EMPLOYMENT REFEREE INTRODUCTION (NSW APPLICANTS ONLY)</b>
Question	<p><b>How was I identified as a Referee?</b> This applicant for selection into RANZCO's Vocational Training Program (VTP) has nominated you as a referee and we appreciate the time you are taking to provide important information for our selection process.</p> <p>Applicants must provide contact details of five referees who are familiar with their recent medical and surgical experience. Two referees for applicants applying to NSW Health are contacted specifically for employment purposes. One of the employment referees must be the applicant's current supervisor (or has been their supervisor in the last 12 months).</p> <p><b>Am I suitable to be a Referee?</b></p> <p><b>Have you worked with this applicant in clinical settings?</b> If not, you will not be able to answer many of the questions and the applicant will be disadvantaged, so please check whether they would prefer to find a different referee.</p> <p><b>How will my referee report be used?</b> RANZCO coordinates referee reports and an external organisation collects individual referee reports and prepares consolidated summaries on behalf of the RANZCO. RANZCO then provides these summaries to the hospital selection committees to which the applicant applies. We will send you a summary of your responses after you submit this referee report.</p> <p>Additionally, RANZCO provides individual, identifiable referee reports to the NSW Health hospital selection committee, where the applicant has nominated you as a referee for employment purposes. This has been introduced to streamline the referee reporting process so that referees will only be asked to provide one referee report for an applicant applying to NSW Health. You may receive a phone call in June-July 2022 from a member of the NSW Health hospital selection committee regarding this applicant.</p> <p>RANZCO will not authorise release of any individual referee report to an applicant.</p> <p>Please note, while Referee reports are never released to Candidates, Referees may potentially be contacted by a Member of the Selection Panel to briefly elaborate or verify a report.</p> <p><b>How do I complete the report?</b> Please provide a comprehensive report. The report is based on the seven key roles of the specialist ophthalmologist: medical expert, scholar, communicator, collaborator, manager, health advocate and professional. The final section relates to workplace performance.</p> <p>For each of the performance criteria for the seven key roles, please select the statement you believe best describes this applicant's demonstrated performance of the attribute, skill or behaviour, compared to their peers, by clicking the radio button next to the appropriate descriptor.</p> <p>If you have not observed a particular attribute, skill or behaviour please check the last radio button in each item 'As a referee, I did not observe this behaviour'. Note: If you check this radio button this item does <u>not</u> count towards the applicant's total score.</p> <p>You are also given the opportunity to provide open ended responses at the end of each section, as well as general comments at the end of the report. Please</p>

provide as much detail as possible. It is important to ensure that the commentary given in the reference is commensurate with the score provided.

**How long will it take to complete this report?**

It will take you about 15-20 minutes to answer the questions in this report.

**When is the report due?**

The closing date for reports to be submitted online and received by the College is **9:00am (AEDT) Monday 28 March 2022**.

**If you have any questions?**

Please contact RANZCO at any time if you have concerns or questions on + 61 2 9690 1001 or via email at: [selection@ranzco.edu](mailto:selection@ranzco.edu)

SAMPLE

## PERSONAL INFORMATION

Question	<b>Where did you work with this applicant?</b>
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Question	<b>In what capacity have you observed the medical and surgical experience of this applicant?</b>	
Head of Department	7	
Clinical Supervisor	6	
Research Supervisor	5	
Registrar	4	
Nurse	3	
Administrator	2	
Other - please specify	1	Is Other (Please Specify)

Question	<b>How many half (½) days per week did you work with this person?</b>	
8 - 10	4	
5 - 7	3	
2 - 4	2	
1 or less	1	

Question	<b>Do you have a conflict of interest in being a referee for this applicant?</b>	
No	2	
Yes	1	If yes, please explain

Question	<b>If you were given the opportunity to work with this doctor again, would you?</b>	
Yes	2	
No	1	

## MEDICAL EXPERT 1

Question	<b>1. Patient History and Examinations</b>	
Question Text	<p>Task exemplar: Takes patient histories systematically and perceptively; performs thorough examinations; and records details comprehensively</p> <p>For the task exemplar above, relative to their peers, this applicant's performance is in the</p>	
Lower 75% (average)	1	
Top 10% - 25% (very good)	2	
Top 5% - 10% (excellent)	3	
Top 5% (stellar)	4	
As a referee, I did not observe this behaviour	0	

## MEDICAL EXPERT 2

Question	<b>2. Investigations</b>	
Question Text	<p>Task exemplar: Selects investigations appropriately; interprets results accurately; and always follows up results</p> <p>For the task exemplar above, relative to their peers, this applicant's performance is in the</p>	
Lower 75% (average)	1	
Top 10% - 25% (very good)	2	
Top 5% - 10% (excellent)	3	
Top 5% - (stellar)	4	
As a referee, I did not observe this behaviour	0	

### MEDICAL EXPERT 3

Question	<b>3. Diagnosis</b>	
Question Text	Task exemplar: Identifies symptoms, signs and results accurately; able to synthesise relevant information to construct an accurate diagnosis; and always learns from experience  For the task exemplar above, relative to their peers, this applicant's performance is in the	
Lower 75% (average)	1	
Top 10% - 25% (very good)	2	
Top 5% - 10% (excellent)	3	
Top 5% - (stellar)	4	
As a referee, I did not observe this behaviour	0	

### MEDICAL EXPERT 4

Question	<b>4. Judgement</b>	
Question Text	Task exemplar: Identifies the significance of findings consistently; applies quick, logical and accurate judgment in routine and complex medical situations; and asks relevant and timely questions and incorporates learning into improving practice  For the task exemplar above, relative to their peers, this applicant's performance is in the	
Lower 75% (average)	1	
Top 10% - 25% (very good)	2	
Top 5% - 10% (excellent)	3	
Top 5% - (stellar)	4	
As a referee, I did not observe this behaviour	0	

### MEDICAL EXPERT 5

Question	<b>5. Technical Ability</b>	
Question Text	Task exemplar: Learns procedural skills rapidly; and handles tissues and instruments carefully; and appropriately  For the task exemplar above, relative to their peers, this applicant's performance is in the	
Lower 75% (average)	1	
Top 10% - 25% (very good)	2	
Top 5% - 10% (excellent)	3	
Top 5% - (stellar)	4	
As a referee, I did not observe this behaviour	0	

### MEDICAL EXPERT COMMENTS

Question Text	<b>Please enter any comments</b> (300 word limit)
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### SCHOLAR 1

Question	<b>6. Learning</b>	
Question Text	Task exemplar: Participates consistently and actively in essential learning activities; and actively seeks out additional learning opportunities with a commitment to individual and group learning  For the task exemplar above, relative to their peers, this applicant's performance is in the	
Lower 75% (average)	1	
Top 10% - 25% (very good)	2	
Top 5% - 10% (excellent)	3	
Top 5% - (stellar)	4	
As a referee, I did not observe this behaviour	0	

### SCHOLAR 2

Question	<b>7. Teaching</b>	
Question Text	Task exemplar: Participates consistently and actively in teaching activities; is well prepared and delivers in a way which inspires others  For the task exemplar above, relative to their peers, this applicant's performance is in the	
Lower 75% (average)	1	
Top 10% - 25% (very good)	2	
Top 5% - 10% (excellent)	3	
Top 5% - (stellar)	4	
As a referee, I did not observe this behaviour	0	

### SCHOLAR 3

Question	<b>8. Research</b>	
Question Text	Task exemplar: Undertakes systematic high-quality research with significant clinical relevance; disseminates findings both formally and informally; adopts an evidence-based approach to clinical practice  For the task exemplar above, relative to their peers, this applicant's performance is in the	
Lower 75% (average)	1	
Top 10% - 25% (very good)	2	
Top 5% - 10% (excellent)	3	
Top 5% - (stellar)	4	
As a referee, I did not observe this behaviour	0	

### SCHOLAR COMMENTS

Question Text	<b>Please enter any comments</b> (300 word limit)
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## COMMUNICATOR 1

Question	<b>9. Communication with colleagues and other professionals</b>	
Question Text	<p>Task exemplar: Communicates highly effectively in writing, and orally, and has good insight into non-verbal cues; and actively keeps team members informed of relevant information resulting in clear communication among team members</p> <p>For the task exemplar above, relative to their peers, this applicant's performance is in the</p>	
Lower 75% (average)	1	
Top 10% - 25% (very good)	2	
Top 5% - 10% (excellent)	3	
Top 5% - (stellar)	4	
As a referee, I did not observe this behaviour	0	

## COMMUNICATOR 2

Question	<b>10. Communication with patients, carers and families</b>	
Question Text	<p>Task exemplar: Communicates highly effectively in writing, and orally, and has good insight into non-verbal cues; actively listens to and addresses questions and concerns; and builds excellent rapport</p> <p>For the task exemplar above, relative to their peers, this applicant's performance is in the</p>	
Lower 75% (average)	1	
Top 10% - 25% (very good)	2	
Top 5% - 10% (excellent)	3	
Top 5% (stellar)	4	
As a referee, I did not observe this behaviour	0	

## COMMUNICATOR COMMENTS

Question Text	<b>Please enter any comments</b> (300 word limit)
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## COLLABORATION 1

Question	<b>11. Working relationships with other health professionals</b>	
Question Text	<p>Task exemplar: Works cooperatively contributing to harmony within the team; creates opportunities to progress and removes barriers by providing insightful and workable alternatives; and always responds appropriately to guidance or supervision</p> <p>For the task exemplar above, relative to their peers, this applicant's performance is in the</p>	
Lower 75% (average)	1	
Top 10% - 25% (very good)	2	
Top 5% - 10% (excellent)	3	
Top 5% - (stellar)	4	
As a referee, I did not observe this behaviour	0	

## COLLABORATION 2

Question	<b>12. Respect for health professionals, patients and others</b>	
Question Text	<p>Task exemplar: Considers the views of others and incorporates them into the decision- making process where appropriate; open to alternative opinions; and promotes understanding and acceptance of the work and cultural attributes of others</p> <p>For the task exemplar above, relative to their peers, this applicant's performance is in the</p>	
Lower 75% (average)	1	
Top 10% - 25% (very good)	2	
Top 5% - 10% (excellent)	3	
Top 5% - (stellar)	4	
As a referee, I did not observe this behaviour	0	

## COLLABORATION COMMENTS

Question Text	<b>Please enter any comments</b> (300 word limit)
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## MANAGER 1

Question	<b>13. Monitoring tasks and self</b>	
Question Text	<p>Task exemplar: Assumes responsibility for completing tasks; shows excellent time management skills resulting in meeting of deadlines or commitments; outstanding ability to prioritise, is self-directed requiring limited supervision and supports others as the need arises</p> <p>For the task exemplar above, relative to their peers, this applicant's performance is in the</p>	
Lower 75% (average)	1	
Top 10% - 25% (very good)	2	
Top 5% - 10% (excellent)	3	
Top 5% - (stellar)	4	
As a referee, I did not observe this behaviour	0	

## MANAGER 2

Question	<b>14. Response to stress</b>	
Question Text	<p>Task exemplar: Responds appropriately to stressful situations and thinks ahead to minimise their occurrence; actively supports others when problems arise; and promotes a 'no blame culture'; and needs little additional assistance</p> <p>For the task exemplar above, relative to their peers, this applicant's performance is in the</p>	
Lower 75% (average)	1	
Top 10% - 25% (very good)	2	
Top 5% - 10% (excellent)	3	
Top 5% - (stellar)	4	
As a referee, I did not observe this behaviour	0	

## MANAGER COMMENTS

Question Text	<b>Please enter any comments</b> (300 word limit)
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### HEALTH ADVOCATE 1

Question	<b>15. Promotes health of patients</b>	
Question Text	<p>Task exemplar: Works to influence the health care system in the patient's interest; responds to specific health needs of cultural and minority groups; always seeks to remove barriers to care and resources; and actively promotes disease prevention through individual patient intervention and educational activities</p> <p>For the task exemplar above, relative to their peers, this applicant's performance is in the</p>	
Lower 75% (average)	1	
Top 10% - 25% (very good)	2	
Top 5% - 10% (excellent)	3	
Top 5% - (stellar)	4	
As a referee, I did not observe this behaviour	0	

### HEALTH ADVOCATE COMMENTS

Question Text	<b>Please enter any comments</b> (300 word limit)
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### PROFESSIONALISM 1

Question	<b>16. Self-motivation</b>	
Question Text	<p>Task exemplar: Demonstrates excellent work attitude; shows enthusiasm and ability to inspire others; and actively initiates; and completes work responsibilities resulting in a high standard of performance</p> <p>For the task exemplar above, relative to their peers, this applicant's performance is in the</p>	
Lower 75% (average)	1	
Top 10% - 25% (very good)	2	
Top 5% - 10% (excellent)	3	
Top 5% - (stellar)	4	
As a referee, I did not observe this behaviour	0	

### PROFESSIONALISM 2

Question	<b>17. Insight into performance</b>	
Question Text	<p>Task exemplar: Demonstrates excellent insight into the standard of their performance; openly admits mistakes or limitations without prompting; and accepts responsibility; and seeks personal and collective learning from the experience</p> <p>For the task exemplar above, relative to their peers, this applicant's performance is in the</p>	
Lower 75% (average)	1	
Top 10% - 25% (very good)	2	
Top 5% - 10% (excellent)	3	
Top 5% - (stellar)	4	
As a referee, I did not observe this behaviour	0	

### PROFESSIONALISM 3

Question	<b>18. Accepting and giving feedback</b>	
Question Text	Task exemplar: Responds positively to all feedback both negative and positive; and actively provides feedback to others in a constructive and respectful manner  For the task exemplar above, relative to their peers, this applicant's performance is in the	
Lower 75% (average)	1	
Top 10% - 25% (very good)	2	
Top 5% - 10% (excellent)	3	
Top 5% - (stellar)	4	
As a referee, I did not observe this behaviour	0	

### PROFESSIONALISM 4

Question	<b>19. Ethical knowledge and behaviour</b>	
Question Text	Task exemplar: Demonstrates excellent knowledge of ethical principles; and applies these principles to deal with simple and complex ethical work dilemmas  For the task exemplar above, relative to their peers, this applicant's performance is in the	
Lower 75% (average)	1	
Top 10% - 25% (very good)	2	
Top 5% - 10% (excellent)	3	
Top 5% - (stellar)	4	
As a referee, I did not observe this behaviour	0	

### PROFESSIONALISM COMMENTS

Question Text	<b>Please enter any comments</b> (300 word limit)
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### FURTHER COMMENTS

Question Text	<b>Please enter any further comments</b> (400 word limit)
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### Workplace Performance

Question	<b>20. How would you assess the applicant's punctuality and attendance in the workplace?</b>	
Poor	5	
Satisfactory	4	
Good	3	
Excellent	2	
Not able to comment	1	

Question	<b>21. Would you re-employ the applicant if the opportunity arose? Why/why not?</b> (400 word limit)
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Question	<b>22. Are you aware of any professional conduct or past performance issues that may be relevant and appropriate for us to consider?</b> (400 word limit)
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Question	<b>23. How does this applicant compare to others working in a similar role?</b>	
Lower 75% (average)	1	
Top 10% - 25% (very good)	2	
Top 5% - 10% (excellent)	3	
Top 5% - (stellar)	4	

Question	<b>24. Is there anything else you think would be relevant for us to consider?</b> (400 word limit)	
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**LAST PAGE**

Question Text	<p><b>Thank you for completing the Referee Form for the above applicant.</b></p> <p>Prior to submitting your Referee Form, you may review your answers below. Once you have submitted your application a PDF copy of them will be sent to your email address for your own records.</p> <p><b>After reviewing your answers please make sure that you scroll down to the bottom of the page and click the Submit button to lodge this Referee Form.</b></p>
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SAMPLE