

Dear [Supervisor's name]

You are asked to provide a referee report for [applicant's name] as part of their application to become a trainee in the RANZCO Vocational Training Program.

The referee reports provide RANZCO and the training Networks with critical insight into observed applicant acumen and behaviour. We request your honest and objective evaluation about the applicant based on interactions and observations during your professional association with them.

Any information you share will be treated with the utmost confidentiality and will be used solely for the purpose of grading the applicant as part of the RANZCO Selection Process^{^^}. RANZCO is legally bound to provide the feedback report ONLY when requested by the applicant.

I am a (please tick) Fellow of RANZCO Head of Department Consultant (fully qualified)

I have supervised [applicant's name] for at least 10 weeks in the last 3 years.

Yes No

If you selected "No", please email selection@ranzco.edu immediately as you may not be a suitable referee.

Do you have a personal relationship with this applicant? (e.g., family member, partner, school friend, etc.)

Yes, please explain _____ No

I understand my feedback should be honest, even if it is critical.

Yes No

I understand a member of RANZCO's Selection Committee or RANZCO staff may contact me to follow up on any responses provided in this form.

Yes No

My preferred contact details are:

Email: _____ Phone: _____ Other: _____

How will my referee report be used?

Quantitative data: Responses to questions 1 to 6 are scored and constitute 6 of 100 points in the RANZCO Selection Process. Scores are provided to the training Networks.

Qualitative data: Responses to questions 7 to 11 are reviewed by members of the RANZCO Selection Committee and provided to the training Networks. Where a cause for concern is identified, the RANZCO Selection Committee may follow up with the applicant or referees.

^{^^} 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 streamlines 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 2024 from a member of the NSW Health hospital selection committee regarding this applicant.

The following questions ask you to indicate unacceptable to outstanding levels of performance by the applicant that you have observed over the entire time you have supervised them. The questions are based on the CanMEDs competencies. The type of rating scale used recognises that circumstances and different conditions mean that individuals may perform at a range of levels on different occasions. You are therefore asked to rate:

Typical – the performance you most frequently witness.

Best – the best performance you have ever witnessed.

Poorest – the poorest performance you have ever witnessed.

For example:

Based on your interactions and observations of Dolly Parton’s professionalism, please select from the dropdowns for the typical, best, and poorest performance you have witnessed.

Typical	Best	Poorest
<input type="text" value="<Select...>"/>	<input type="text" value="<Select...>"/>	<input type="text" value="<Select...>"/>

The dropdowns range from 1 to 7, where 1 is unacceptable, 4 is average and 7 is outstanding.

How long will it take to complete this report?

It will take you about 10 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 (AEST) Friday 3 May 2024.

If you have any questions?

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

START

[Applicant’s name] referee report completed by [Referee’s name] – 2024

1. Based on your interactions and observations of [applicant’s name] collaboration skills, please select from the dropdowns for the typical, best and poorest performance you have witnessed.

Typical	Best	Poorest
<input type="text" value="<Select...>"/>	<input type="text" value="<Select...>"/>	<input type="text" value="<Select...>"/>

2. Based on your interactions and observations of [applicant's name] communication skills, please select from the dropdowns for the typical, best, and poorest performance you have witnessed.

Typical	Best	Poorest
<Select...> ▼	<Select...> ▼	<Select...> ▼

3. Based on your interactions and observations of [applicant's name] health advocacy, please select from the dropdowns for the typical, best, and poorest performance you have witnessed.

Typical	Best	Poorest
<Select...> ▼	<Select...> ▼	<Select...> ▼

4. Based on your interactions and observations of [applicant's name] management skills, please select from the dropdowns for the typical, best, and poorest performance you have witnessed.

Typical	Best	Poorest
<Select...> ▼	<Select...> ▼	<Select...> ▼

5. Based on your interactions and observations of [applicant's name] medical expertise, please select from the dropdowns for the typical, best, and poorest performance you have witnessed.

Typical	Best	Poorest
<Select...> ▼	<Select...> ▼	<Select...> ▼

6. Based on your interactions and observations of [applicant's name] professionalism, please select from the dropdowns for the typical, best, and poorest performance you have witnessed.

Typical	Best	Poorest
<Select...> ▼	<Select...> ▼	<Select...> ▼

7. We all face challenging situations in our professional life. Please provide an example of a challenging situation of conflict the applicant encountered. How did they handle this and what was the outcome?

8. Do you have, or have you ever had, concern about this applicant's professionalism and competency? Please provide details.

9. Please provide any information on observed behaviour that you feel is pertinent.

10. Thinking about [applicant's name] in their current role, how confident and comfortable would you feel having them treat a loved one?

11. What areas of development do you see for [applicant's name]?

Attachment

Key role/Domain	Description
<p>Collaboration <i>Working relationships with other health professionals</i> <i>Respect for health professionals, patients and others</i></p>	<p>Works cooperatively contributing to harmony within the team. Creates opportunities to progress and removes barriers by providing insightful and workable alternatives. Always responds appropriately to guidance or supervision. Considers the views of others and incorporates them into the decision-making process where appropriate. Open to alternative opinions. Promotes understanding and acceptance of the work and cultural attributes of others. Manages conflict to form workable professional relations.</p>
<p>Communication <i>Communication with colleagues and other professionals</i> <i>Communication with patients, carers and families</i></p>	<p>Communicates highly effectively in writing, and orally. Has good insight into non-verbal cues. Actively keeps team members informed of relevant information resulting in clear communication among team members. Actively listens to and addresses questions and concerns. Builds excellent rapport. Takes cultural differences into account.</p>
<p>Health Advocacy <i>Promotes health of patients</i></p>	<p>Works to influence the health care system in the patient's interests. Responds to specific health needs of cultural and minority groups. Always seeks to remove barriers to care and resources. Actively promotes disease prevention through individual patient intervention and educational activities.</p>
<p>Management <i>Monitoring tasks and self</i> <i>Response to stress</i></p>	<p>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. Supports others as the need arises. Responds appropriately to stressful situations and thinks ahead to minimise their occurrence. Actively supports others when problems arise. Promotes a 'no blame culture'. Needs little additional assistance.</p>
<p>Medical Expertise <i>Patient History and Examinations</i> <i>Investigations</i> <i>Diagnosis</i> <i>Judgement</i> <i>Technical Ability</i></p>	<p>Takes patient histories systematically and perceptively; performs thorough examinations; and records details comprehensively. Selects investigations appropriately; interprets results accurately; and always follows up results. Identifies symptoms, signs and results accurately; able to synthesise relevant information to construct an accurate diagnosis; and always learns from experience.</p>

	<p>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.</p> <p>Learns procedural skills rapidly; and handles tissues and instruments carefully; and appropriately.</p>
<p>Professionalism <i>Self-motivation</i> <i>Insight into performance</i> <i>Accepting and giving feedback</i> <i>Ethical knowledge and behaviour</i></p>	<p>Demonstrates excellent work attitude.</p> <p>Shows enthusiasm and ability to inspire others.</p> <p>Actively initiates and completes work responsibilities resulting in a high standard of performance.</p> <p>Demonstrates excellent insight into the standard of their performance.</p> <p>Openly admits mistakes or limitations without prompting.</p> <p>Accepts responsibility.</p> <p>Seeks personal and collective learning from the experience.</p> <p>Responds positively to all feedback both positive and negative.</p> <p>Actively provides feedback to others in a constructive and respectful manner.</p> <p>Demonstrates excellent knowledge of ethical principles.</p> <p>Applies these principles to deal with simple and complex ethical work dilemmas.</p> <p>Self-care</p>