Dear (Referee'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.

You will be rating applicants across several domains and will be asked to assess their observed level of competence compared to their peers (standard expected of other doctors of a similar experience level as the applicant).

Any information you share will be treated with the utmost confidentiality and will be used for the purpose of grading the applicant as part of the RANZCO Selection Process. Deidentified scores may also be used in the context of future research and to improve selection processes. RANZCO is legally bound to provide the feedback report ONLY when requested by the applicant.

In what capacity have you observed the medical and surgical experience of this applicant?
□ Head of Department □ Clinical Supervisor □ Consultant (fully qualified) □ Nurse
□ Allied Health Professional, please specify _____ □ SMO
□ Other, please specify_____

Fellow of RANZCO □ Yes □ No

I have observed [applicant's name] on average at least two (2) times per week for 10 weeks or more in the last two (2) years (excluding nurses and/or health professionals).
□ 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

Do you have a conflict of interest with this applicant) (e.g. being a supervisor and sitting on the bi-national and/or local selection committee/panel, 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:

Gender: □ Woman □ Man □ Non-binary □ Prefer not to say □ Prefer to Self-describe _____

SAMPLE

How will my referee report be used?

Quantitative data: Reponses to questions 1 to 6 are scored and constitute 6 out of 65 points in the centralised RANZCO Selection Process. Scores are provided to the training Networks.

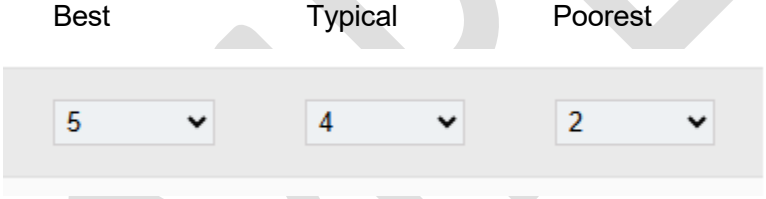
Qualitative data: Responses to questions 7 to 10 are reviewed by members of the RANZCO Selection Committee and provided to the training Networks. Where a cause for concern is identified, the RANZCO Selection Committee may follow up with the applicant or referees.

The following questions ask you to indicate the applicant's levels of performance, ranging from "low" to "outstanding", that you have observed. 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:

Best – the best performance you have ever witnessed.
Typical – the performance you have most frequently witnessed.
Poorest – the poorest performance you have ever witnessed.

For example:

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



The dropdowns range from 1 to 5, where 1 is "low", 2 is "developing", 3 is "competent", 4 is "above average" and 5 is "outstanding".

Below a detailed description of each score is provided:

- 1 = This applicant's demonstrated performance on the domain (e.g., professionalism) is **low**. The applicant's performance falls well below the standard expected for this domain.
- 2 = This applicant's demonstrated performance on the domain (e.g., professionalism) is **developing**. The applicant's performance does not fully meet the standard expected for this domain in some areas.
- 3 = This applicant's demonstrated performance on the domain (e.g., professionalism) is **competent**. The applicant's performance is consistent with the standard expected for this domain.
- 4 = This applicant's demonstrated performance on the domain (e.g., professionalism) is **above average**. The applicant's performance exceeds the standard expected for this domain.
- 5 = This applicant's demonstrated performance on the domain (e.g., professionalism) is **outstanding**. The applicant's performance is exceptional in relation to the standard expected for this domain.

Using this method, for each domain, 'typical' ratings should never be higher than 'best' ratings or lower than 'poorest' ratings.

You may provide the same score for 'best', 'typical' and/or 'poorest' performance within the same domain (e.g., a score of 4 for both 'best' and 'typical' performance on 'Collaboration'). However, we strongly encourage you to differentiate between the three ratings wherever possible.

How long will it take to complete this report?
It will take you about 10-15 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 28 April 2025.

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] – 2025

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

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

Where you have selected a score less than 3, please provide one or more specific examples of past behaviour that supports this rating.

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

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

Where you have selected a score less than 3, please provide one or more specific examples of past behaviour that supports this rating.

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

SAMPLE

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

Where you have selected a score less than 3, please provide one or more specific examples of past behaviour that supports this rating.

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

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

Where you have selected a score less than 3, please provide one or more specific examples of past behaviour that supports this rating.

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

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

Where you have selected a score less than 3, please provide one or more specific examples of past behaviour that supports this rating.

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

Best	Typical	Poorest

SAMPLE

<Select...> <Select...> <Select...>

Where you have selected a score less than 3, please provide one or more specific examples of past behaviour that supports this rating.

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

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

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

10. What do you consider are the main areas of development for [applicant's name]?

SAMPLE

Attachment

Key role/Domain	Description
Collaboration *Working relationships with other health professionals* *Respect for health professionals, patients and others*	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.
Communication *Communication with colleagues and other professionals* *Communication with patients, carers and families*	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.
Health Advocacy *Promotes health of patients*	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.
Management *Monitoring tasks and self* *Response to stress*	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. Follows instructions, is consistently well-prepared and can work independently Actively supports others as the need arises. Responds appropriately to stressful situations and thinks ahead to minimise their occurrence. Monitors and takes action to improve own well-being and the well-being of others

SAMPLE

Medical Expertise *Patient History and Examinations* *Investigations* *Diagnosis* *Judgement* *Technical Ability*	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. 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. Learns procedural skills rapidly; and handles tissues and instruments carefully; and appropriately.
Professionalism *Acting with integrity* *Insight into performance and own limitations* *Accepting and giving feedback* *Ethical knowledge and bahaviour*	Acts honestly and respectfully. Demonstrates excellent insight into own performance and behaviour. . Accepts responsibility for mistakes. Actively provides feedback to others in a constructive manner. Recognises and addresses unprofessional behaviour in others. Displays a commitment to self-monitor and to continued personal and professional growth. Manages personal and professional boundaries. Understands and adheres to, ethical principles and applies these to manage ethical work dilemmas. Upholds and applies values of the medical profession, demonstrating professional conduct and accountability.

SAMPLE