



VICTORIAN PUBLIC HOSPITALS – REFEREE ASSESSMENT FORM –  
**NON COMPUTER MATCHED HMO & REGISTRAR POSITIONS**

**INSTRUCTIONS TO APPLICANT:**

1. **Three (3)** Referee Assessments are required. At least two (2) should be from Consultants. Registrars possible for one (1) only.
2. **Complete the Applicant and Referee details** prior to forwarding to your Referee, to ensure that this assessment is successfully matched to your application/s at the Hospitals.
3. Tick on the back page, the Health Services to whom you are applying and to whom the assessment is to reach.
4. Your Referee will send the completed Referee Form directly to the Hospital/s nominated by you on page 2.
5. **DO NOT USE this form for COMPUTER MATCHING POSITIONS.**

**Applicant's Details**

Name: \_\_\_\_\_

\_\_\_\_\_

Position(s) Applying For: \_\_\_\_\_

\_\_\_\_\_

(i.e. HMO3/Registrar, and Speciality/Stream e.g. surgical/ED/ICU)

Current Hospital: \_\_\_\_\_

**Referee's Details (completed by Applicant)**

Title & Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Hospital: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

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**INSTRUCTIONS TO REFEREE:**

1. **Complete** the details below, rating the applicant according to the criteria by ticking the appropriate box, mindful of the ability expected at the applicant's particular level of training.
2. **Retain the original** assessment until the end of the year (in the event of miss faxing or additional requests).
3. **Fax/E-mail a copy** of the **FRONT PAGE ONLY** to the Health Services nominated by the Applicant on page 3.



In what capacity did this person work with you? (Eg surgical resident, medical registrar)

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Relationship to Candidate (E.g. Supervisor) .....

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Length of time you have known the candidate (E.g. Oct – Dec 2016).....

Would you employ the candidate if the opportunity arose? Yes  No   
 (If No then please indicate in the comments section below.)

Provide an overall comment regarding the candidate: .....

.....

.....

This Referee Assessment Form is confidential; however, it will be available to the appropriate Hospital Committees considering the appointment of the candidate. It may also be accessed by the candidate under the Privacy Act 1988 (Cth) and the Australian Privacy Principles.

Please tick (P) the appropriate areas.	Requires substantial assistance (5% of population)	Requires further development	Performance just adequate	Consistent with level of appointment	Performance better than expected	Performance exceptional (5% of population)	N/A Unable to assess
<b>CLINICAL COMPETENCY</b>							
<b>Knowledge base.</b> Demonstrates adequate knowledge of basic and clinical sciences.							
<b>Clinical skills.</b> Elicits and records accurate, complete history and clinical examination findings							
<b>Clinical judgement / Decision making.</b> Organises, synthesises and acts appropriately on information; applies sound knowledge.							
<b>Self-awareness.</b> Recognises limits of own skills & knowledge, and actively seeks feedback & assistance to continuously improve.							
<b>Procedural skills.</b> Performs procedures competently							
<b>Research and presentation skills.</b> Standard of research, publications and presentation skills.							
<b>Provide an overall comment regarding the clinical competency of the candidate:</b>							
<b>VERBAL &amp; WRITTEN COMMUNICATION SKILLS</b>							
<b>Colleagues, patients and /or family.</b> Interacts effectively, respectfully and sensitively toward colleagues, patients and families / carers.							
<b>Verbal and written.</b> Conveys clear and timely information to colleagues and patients and maintains comprehensive and accurate records.							
<b>Provide an overall comment regarding the communication skills of the candidate:</b>							

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Please tick (P) the appropriate areas.	Requires substantial assistance	Requires further development	Performance just adequate	Consistent with level of	Performance better than expected	Performance exceptional	N/A Unable to assess
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	(5% of population)			appointment		(5% of population)	
<b>PERSONAL AND PROFESSIONAL CONDUCT</b>							
<b>Professional responsibility.</b> Demonstrates ethical behaviours and professional values including integrity, reliability, honesty, compassion, empathy and respect for all patients, society and the profession.							
<b>Insight.</b> Aware of professional and personal boundaries.							
<b>Initiative.</b> Ability to exercise appropriate initiative.							
<b>Teaching.</b> Proactive in teaching other healthcare professionals, patients and/or care providers.							
<b>Education and Training.</b> Proactive in taking advantage of learning opportunities and commitment to professional development.							
<b>Time management skills.</b> Is punctual and organises and prioritises tasks effectively.							
<b>Teamwork and colleagues</b> Maintains positive relationships. Works with and contributes effectively in a team.							
<b>Provide an overall comment regarding the conduct of the candidate:</b>							
<b>Overall rating of candidate in relation to their cohort.</b>							

Signature of Referee: \_\_\_\_\_