**Reference form**

**Chief Pharmaceutical Officer’s Clinical Fellows Scheme 2019/20**

Dear colleague,

The pharmacist about whom this reference refers has applied for the Chief Pharmaceutical Officer’s Clinical Fellows Scheme and has sought you as a referee. We would be grateful if you could provide the information required overleaf. Please note we can only accept references on this structured reference form.

This professional reference should confirm the employment history of the candidate and verify factual information and comment on their strengths and weaknesses as an indicator of their suitability for appointment. This is not a personal testimonial but your objective assessment, from personal observation and with input from HR or clinical professionals where required, on the performance of competencies based on the relevant person specification. Comments you make may be discussed with the named candidate and/or their trainer or current employer, and made available to others as required.

With best wishes,

**Recruitment Team**

***Chief Pharmaceutical Officer’s Clinical Fellows Scheme***

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| **Candidate Name:** |  |

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| Please state the dates the candidate worked with you: |
| Date started: |  | Date finished: |  |
| Level/grade: |  |
| Specialty: |  |
| Trust name/location: |  |
| Deanery/LETB: |  |
| Relationship to candidate |  |

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| Would you be happy to work with the candidate again? | YES [ ]  NO [ ]  |
| Are you able to recommend this candidate for the post they have applied for? | YES [ ]  NO [ ]  |
| If you have any other comments regarding this candidate and his/her application for this post, please give details here: |
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| Was their attendance/timekeeping satisfactory? |
| YES [ ]  NO [ ]  If No, please give details       |

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| Was the candidate subject to any disciplinary procedure, formal or otherwise, during their time with you? |
| YES [ ]  NO [ ]  If Yes, please give details       |

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| Do you have any concerns regarding the candidate’s probity? |
| YES [ ]  NO [ ]  If Yes, please give details       |

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| If you have any other comments regarding this candidate and his/her application for this post, please give details here: |
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Please give your opinion regarding the candidate’s skills and personal attributes (taking account of the level that would be expected for their training and experience) by ticking the appropriate boxes on the next pages.

Statements are provided to give examples of behaviours that would constitute different levels of performance, though this is not intended to be an exhaustive list. Please use the space provided to give examples of the candidate’s behaviour that support the rating you have given them in each area; this is **essential if you have given a rating of 1 or 2**.

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| ***Communication skills:*** Capacity to adjust behaviour and language (written / spoken) as appropriate to needs of differing situations. Actively and clearly engages colleagues and managers in equal/open dialogue. |
| **1[ ]**  | **2[ ]**  | **3[ ]**  | **4[ ]**  | **Not observed[ ]**  |
| Uses technical language that others do not understand | Can be lacking in clarity and coherence  | Often uses lay language to help others understand | Always speaks clearly, listens to others opinion  |  |
| Comments / evidence:       |
| ***Organisation and planning***: Capacity to organise information in a structured and planned manner, think ahead, prioritise conflicting demands, and build contingencies. Delivers on time. |
| **1[ ]**  | **2[ ]**  | **3[ ]**  | **4[ ]**  | **Not observed[ ]**  |
| Is always late for meetings/deadlines and unable to prioritise | Is disorganised with paperwork etc. | Usually able to prioritise tasks and organise  | Excellent at managing time and prioritising tasks |  |
| Comments / evidence:       |
| ***Academic / Professional:*** To take a place on the scheme this pharmacist must have a minimum of four years post-registration in pharmacy practice and full GPhC registration. They must not have previously held any senior leadership role. |
| **1[ ]**  | **2[ ]**  | **3[ ]**  | **4[ ]**  | **Not observed[ ]**  |
| I have concerns regarding this candidates eligibility for the scheme | No concerns regarding eligibility but unable to comment on candidate’s ability to be proactive in professional or academic environment | No concerns regarding eligibility and some evidence of proactive professional or academic work, but requires regular guidance | No concerns regarding eligibility and have witnessed consistent evidence of proactive attitude towards academic progress  |  |
| Comments / evidence:       |

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| ***Quality / Service Improvement:*** Please give an indication of the experience the candidate has of quality / service improvement work. |
| **1[ ]**  | **2[ ]**  | **3[ ]**  | **4[ ]**  | **Not observed[ ]**  |
| No evidence of interest or participation in quality / service improvement work | Candidate has shown some interest in quality improvement. | Candidate has participated in multiple quality improvement project or led one project from inception to conclusion | Candidate has shown great enthusiasm and endeavour for quality improvement work, has led multiple projects with evidence of publications/presentations/prizes |  |
| Comments / evidence:       |
| ***Leadership / Management - Managing others & team involvement:*** Collaborative style, works with colleagues in partnership, able to compromise. Assumes role of leader when necessary, provides support, and views self as part of larger organisation. |
| **1[ ]**  | **2[ ]**  | **3[ ]**  | **4[ ]**  | **Not observed[ ]**  |
| Sticks rigidly to their own agenda and doesn’t negotiate | Tends to take a ‘back seat’ rather than participating | Good at negotiating and usually able to compromise | Is excellent at supporting, motivating others and at negotiating |  |
| Comments / evidence:       |

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| **SIGNATURE**  |       | **NAME** (please print) |       |
| **Position held** |       | **Contact number** |       |
| **Name of employing organisation** |       | **Contact email** |       |
| **Your UK GPhC number (where held)** |       | **Your email address** |       |

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| * If sending this reference electronically – please ensure it is sent from a professional email address
* If sending this reference hard copy – please ensure it is stamped with an official or organisation stamp or with an attached compliment slip signed by the referee.
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| **Official stamp**  | *Thank you for completing this reference.*  |