

Reference form

National Medical Director's Clinical Fellows Scheme

Note to Referees:

The doctor about whom this reference refers has applied for the National Medical Directors Clinical Fellow Scheme and has given your name as a referee.

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. Comments you make may be discussed with the named candidate and made available to others as required.

For more information about the scheme, please visit www.fmlm.ac.uk/clinical-fellow-scheme
Contact us at clinicalfellowscheme@fmlm.ac.uk.

Candidate Name:			
Please state the dates the candidate worked with you:			
Date started:		Date finished:	
Level/grade:			
Specialty:			
Trust name/location:			
Deanery/LETB:			
Relationship to candidate	Clinical Supervisor	<input type="checkbox"/>	
	Educational Supervisor	<input type="checkbox"/>	
	Other (please specify)	<input type="checkbox"/>	

Would you be happy to work with this doctor again?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you able to recommend this applicant for a clinical fellow post?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have any other comments regarding this applicant and his/her application for this post, please give details here:		

Was their attendance/timekeeping satisfactory?
Yes <input type="checkbox"/> No <input type="checkbox"/> If No, please give details

Was the applicant subject to any disciplinary procedure, formal or otherwise, during their time with you?
Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give details

Do you have any concerns regarding the applicant's probity?
Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give details

If you have any other comments regarding this applicant and his/her application for this post, please give details here:

Please provide your opinion regarding the candidate's skills and personal attributes, taking account of the level that would be expected for their training and experience.

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*.

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 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	n/a <input type="checkbox"/>
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	Not observed
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 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	n/a <input type="checkbox"/>
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 doctor must have an approved primary medical qualification and full GMC registration with a valid license to practice. They must have completed foundation training, but NOT have completed specialist training on September 1 2016.

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	n/a <input type="checkbox"/>
I have concerns regarding this doctors eligibility for the scheme	No concerns regarding eligibility but unable to comment on candidate's ability to be proactive in clinical or academic environment	No concerns regarding eligibility and some evidence of proactive clinical or academic work, but requires regular guidance	No concerns regarding eligibility and have witnessed consistent evidence of proactive attitude towards academic progress	
Comments / evidence:				

Quality / Service Improvement: Please give an indication of the experience the applicant has of quality / service improvement work.

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	n/a <input type="checkbox"/>
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:				

Education and Teaching: Please give an indication of the applicant's involvement in medical education.

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	n/a <input type="checkbox"/>
Shows very little enthusiasm or desire to participate in medical education	Regularly participates in formal teaching	Regular involvement in formal teaching programmes with feedback	Applicant is regularly involved in formal medical education, seeks feedback, has shown initiative to organise educational events	
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, views self as part of larger organisation.				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	n/a <input type="checkbox"/>
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:				

Signature

Signature		Name	
Role		Contact Tel:	
Organisation		Address:	
UK GMC number		DATE (dd/mm/yyyy)	
Your		Your email address*	
<i>If NOT registered with the UK GMC</i> Name of registering body and number: <i>Please attach photocopy evidence of your professional status to this reference</i>			

For authentication purposes it is essential that this form is stamped with an official deanery, hospital, training practice or organisation stamp . If no stamp is available, please accompany this reference with a covering email from your professional email address with signature.
Official stamp (Trust, deanery, training practice or employing organisations)