

VICTORIAN PUBLIC HOSPITALS – REFEREE
ASSESSMENT FORM – 2019

**NON COMPUTER MATCHED HMO &
REGISTRAR POSITIONS**

Applicant's Details

Name: _____

Position(s) Applying For: _____

Referee's Details (completed by Applicant)

Title & Name: _____

Position Held: _____

Hospital: _____

Phone: _____

Email: _____

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. **Please E-mail this form to:**
hmosupport@bendigohealth.org.au

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

When? (Year) For how long? (Eg. 3 months)

Would you be prepared to have the applicant work with you again? Yes No N/A

Please comment:

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 (✓) 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
CLINICAL COMPETENCY							
Knowledge base. Demonstrates adequate knowledge of basic and clinical sciences.							
Clinical skills. Elicits and records accurate, complete history and clinical examination findings							
Clinical judgement / Decision making. Organises, synthesises and acts appropriately on information; applies sound knowledge base.							
Self-awareness. Recognises limits of own skills & knowledge, and actively seeks feedback & assistance to continuously improve.							
Procedural skills. Performs procedures competently							
VERBAL & WRITTEN COMMUNICATION SKILLS							
Patient and family. Interacts effectively and sensitively with patients and families / care givers.							
Medical records / Clinical documentation. Provides clear, comprehensive and accurate records.							
PERSONAL AND PROFESSIONAL CONDUCT							
Professional responsibility. Demonstrates punctuality, reliability, honesty and self-care.							
Teaching. Proactive in teaching other healthcare professionals, patients and/or care providers.							
Time management skills. Organises and prioritises tasks in an effective manner.							
Teamwork and colleagues. Works with and contributes effectively within a team.							

Signature of Referee: _____ Date: _____