

Faculty of Radiologists

International Medical Graduate Higher Training Initiative

Commencing 8th July 2019

APPLICATION FORM

Closing Date: 3rd December 2018

Please read the enclosed guidelines carefully prior to completing the application form.

This application must be submitted unbound and stapled but in the correct order as per page numbers

APPLICANTS NAME: _____

GUIDELINES (read carefully)**General:**

Application Fees:	€50.00 (Non-refundable)
Commencement Date:	8 th July 2019
Title of Programme:	International Medical Graduate Higher Training Initiative
Curriculum:	www.radiology.ie

Entry Requirements:

- Possession of a Fellowship of the Faculty of Radiologists or an equivalent qualification
- All candidates must have completed four years of accredited training prior to commencement of International Medical Graduate Higher Training Initiative
- All candidates must be registered or eligible for registration with the Irish Medical Council on the Supervised Division of the Register. (www.medicalcouncil.ie)
- All candidates must have passed the IELTS/OET Exam with an overall score of IELTS 7.0 (6.5 in all four categories) / OET Grade B in all categories. IELTS/OET test results for those applying for National Training Programmes must be current and dated within two years of the date of application for the particular Training Programme.

Application Conditions & Procedures:

A complete application consists of the following: 3 sealed references, copy of your passport, application pack each including an application form, applicant declaration form and all supporting documentation and a full curriculum vitae.

Applications must include all of the following together sent in a single pdf document by email to Radiology2@rcsi.ie

- Copy of completed application form
- Copy of your full curriculum vitae
- Copy of applicant declaration form
- Copy of your passport
- Copy of Transcripts of Medical School Results
- Copy of Verification of your decile /centile place within graduating class
- Copy of Verification of other relevant Degree/s / Diplomas / Professional Examinations
- Copy of Verification of Publications, Reviews, Case Reports, Book Chapters to include PubMed reference page and copy of front page of published work. Publications accepted for publication but not published require a letter from the editor confirming acceptance for publication of the piece. The acceptable letter should reference the author's position on the paper and title of work. *Work in progress is not accepted.*
- Copy of Verification of presentations and research prizes.
- English Language Competency
All applicants are required at the time of application to demonstrate their English language competency by means of submitting the required IELTS Certificate
- All applicants will be required at the time of application to submit a scanned copy of their passport and, as appropriate, a scanned copy of the current immigration stamp held by the applicant from the Irish Naturalisation and Immigration Service and / or a scanned copy of the applicant's current Certificate of Registration from the Garda National Immigration Bureau (GNIB card). (See statement by INIS outlining recent changes to immigration arrangements for doctors working in the public hospitals on our website)
- Original Structured reference forms X 3 (*attached – these can be sent separately by your referees and do not need to be included in your pdf submission*)

Structured Reference Forms: It is the responsibility of the candidate to ensure that the structured reference forms(x3) are submitted to the Faculty of Radiologists on or before the closing date:

Verification of the above items are required for awarding points for the selection process. Failure to submit these items with your application form will result in you losing out on points you may be entitled to otherwise. Under no circumstances will marks be given after the shortlisting.

Applications or parts of applications are not accepted by email or fax. Any such documents received by this method will be discarded.

Shortlisted applicants will be required to bring their official logbook and certificates along to the interview.

Please be aware that all references and verifications documentation will be made available to interview panel.

It is the responsibility fo the applicant to ensure that all documentation is provided at the time of submission.

Selection Process:

Applicants shortlisted for interview will be notified in writing and any additional information required will be requested at that time. Please ensure accurate and full completion of the application form as scoring will be based solely on this. Your Curriculum Vitae will only be reviewed at the interview stage.

SAMPLE

Dates for your diary:

Closing Date: **3rd December 2018**

Completed applications to:

**Faculty of Radiologists
Royal College of Surgeons in Ireland
123 St. Stephens Green
Dublin 2
Ireland**

Queries to:

Email: radiology2@rcsi.ie
Phone: 01-4022476

Should you be successful in obtaining a position on the Faculty of Radiologists International Medical Graduate Training Initiative, you will be required to formally write to the Faculty to confirm that you are accepting the training post.

Any attempt to provide misleading or false information to improve your score in shortlisting or interview will result in automatic disqualification.

SIGNATURE	
I declare that to the best of my knowledge and belief that all the particulars furnished in connection with this application are true and accurate. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me may render any offer of a training position and associated employment offers as null and void.	
Signature	Date

Section One: Personal Details

APPLICANT DETAILS

Name	
Title:	
First Name:	
Surname:	

Personal Details	
Date Of Birth:	
Age:	
Place Of Birth:	
Nationality:	

Contact Details (Telephone & Email)	
Home:	
Work:	
Mobile:	
Email:	

Current Mailing Address	

ENGLISH LANGUAGE COMPETENCY

All applicants are required at the time of application to demonstrate their English language competency by means of submitting the required IELTS Certificate

Section Two:**A.1 Educational & Academic Achievements****UNDERGRADUATE ACHIEVEMENTS (*EVIDENCE REQUIRED TO BE SUBMITTED)**

	Date	College	Title	
Honours Degree * <i>Please specify 1st or 2nd Class</i>				
Decile / Centile Place within Graduating class* <i>(Evidence required)</i>				
Honours in Clinical Subjects*	Subject		Yes	No
	Medicine			
	Surgery			
	Paediatrics			
Obstetrics & Gynaecology				
Honours in Pre-Clinical Subjects* <i>Please list subjects</i>				
Undergraduate Prizes*				

ARE YOU A CAO/HEA* GRADUATE OF AN IRISH MEDICAL SCHOOL? PLEASE CIRCLE YES NO

(*A CAO/HEA GRADUATE IS DEFINED AS A TRAINEE WHO WAS ENTITLED TO FREE FEES IN AN IRISH MEDICAL SCHOOL AND ACCESSED THE PROGRAMME THROUGH THE CAO PROCESS. ANY STUDENT WHO WAS REQUIRED TO PAY FEES TO ACCESS THEIR DEGREE IS NOT CONSIDERED A CAO/HEA GRADUATE).

POSTGRADUATE ACHIEVEMENTS (*EVIDENCE REQUIRED TO BE SUBMITTED)

Qualification	Yes/No	Level Achieved	Date	College	Office Use
MRCPI*					
AFRCSI*					
BSc*					
USMLE*					
MSc/PDip in Multidisciplinary Radiology*					
Other*					

PLEASE SPECIFY ANY OTHER RELEVANT DEGREE/S YOU HAVE OBTAINED (EVIDENCE REQUIRED TO BE SUBMITTED)

Qualification	Date from:	Date to:	College

PLEASE SPECIFY ANY RELEVANT DIPLOMA/S YOU HAVE OBTAINED (EVIDENCE REQUIRED TO BE SUBMITTED)

Qualification	Date from:	Date to:	College

Skill Courses e.g. ACLS, ATLS, BLS etc

Name of Course	Location & Provider of Course	Date

Postgraduate Academic Distinctions

Please give details i.e. name and brief description, of any postgraduate prizes, medals or scholarships received

BOOK CHAPTERS (EVIDENCE REQUIRED TO BE SUBMITTED. NO LEAFLETS OR HOSPITAL AND PATIENT INFORMATION IS ACCEPTED)

Chapter Title	Book Title	Publisher	Author/s (In order)	Date & Pages	ISBN

INVITED REVIEW ARTICLES IN PEER REVIEW JOURNALS (EVIDENCE REQUIRED TO BE SUBMITTED)

Review Title	Journal	Reference	PMID No.	Author Status

CASE REPORTS (EVIDENCE REQUIRED TO BE SUBMITTED)

Title	Journal	Reference	PMID No.	Author Status

PRESENTATIONS - POSTER

INTERNATIONAL(EVIDENCE REQUIRED TO BE SUBMITTED)

Name of Meeting	Date	Venue	Title of Presentation

PRESENTATIONS – POSTER

NATIONAL (EVIDENCE REQUIRED TO BE SUBMITTED)

Name of Meeting	Date	Venue	Title of Presentation

PRESENTATIONS – ORAL

INTERNATIONAL (EVIDENCE REQUIRED TO BE SUBMITTED)

Name of Meeting	Date	Venue	Title of Presentation	Did you present the paper or presentation?

PRESENTATIONS – ORAL

NATIONAL (EVIDENCE REQUIRED TO BE SUBMITTED)

Name of Meeting	Date	Venue	Title of Presentation	Did you present the paper or presentation?

**PRIZES AND RESEARCH GRANTS
INTERNATIONAL (EVIDENCE REQUIRED TO BE SUBMITTED)**

International Research Prizes / Grants	Date	Amount

**PRIZES AND RESEARCH GRANTS
NATIONAL (EVIDENCE REQUIRED TO BE SUBMITTED)**

National Research Prizes / Grants	Date	Amount

ADDITIONAL INFORMATION (EVIDENCE REQUIRED TO BE SUBMITTED)

<p>If you wish to include any additional information relating to your application please use the space provided below</p>
<p>(i.e. teaching experience, membership of societies, audit experience, management experience, IT experience)</p>

EXTRA-CURRICULAR INTERESTS, HOBBIES

<p>EXTRA-CURRICULAR INTERESTS, HOBBIES</p>

REFEREES

Please give the name, job title and address of the three referees who will provide you with a reference. One of these referees must be your present or most recent supervising consultant.

Please note that all referees must use the standard reference template provided by the training body. All references must be supplied in an enclosed envelope which the referee has signed across the seal.

Referee Number One	Referee Number Two
Name:	Name:
Title:	Title:
Clinical Site Name & Address:	Clinical Site Name & Address:
Phone:	Phone:
Fax:	Fax:
E-mail:	E-mail:

Referee Number Three
Name:
Title:
Clinical Site Name & Address:
Phone:
Fax:
E-mail:

STRUCTURED REFERENCES

Applicants are required to submit three structured referee assessment forms (attached) with their application. Reference forms must relate to recent appointments (i.e. no more than three years old).

Any attempt to provide misleading or false information to improve your score in shortlisting or interview will result in automatic disqualification.

I certify that all information provided in this application is, to the best of my knowledge true and accurate.

Signature: _____ Date: _____

NOTES	
Please read the following notes carefully and confirm your understanding of each and every one.	
Please confirm that you understand that if your application is successful, that this application form in its entirety and your appraisal / reference forms will be made available to the relevant employers / clinical sites who facilitate the delivery of this International Medical Graduate training programme.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please confirm that you understand that if your application is successful, that in addition to meeting the requirements of the training body, participation in this programme throughout its duration is dependent on you meeting the relevant employers' requirements. Such requirements include formal Garda and Police clearance as required, induction, satisfactory completion of occupational health assessments and provision in a timely manner of the relevant documentation required by employers for employment purposes. Failure to meet the requirements of any relevant employer may result in your removal from the programme as you will be unable to assume training slots required for participation in this programme.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please confirm that you understand that any information supplied by you in this form may be held on computer.	<input type="checkbox"/> Yes <input type="checkbox"/> No

DECLARATIONS

Please read the following three declarations carefully and sign and date your agreement with the text of **each** of the three declarations.

Declaration One - Garda/Police

• I declare that I have not at any time been convicted (i.e. *probation, fine, sentence, penalty*) of a criminal offence (e.g. *assault, public order, sexual assault*) in the Republic of Ireland and/or in any other jurisdiction nor are there any charges relating to criminal offences outstanding or pending. I have never been the subject of a Caution or Bound over order. I accept that making a false or misleading declaration may render any offer of a training position and associated employment offers as null and void.

Signed: _____

Date: _____

OR

• I declare that I have been convicted (i.e. *probation, fine, sentence, penalty*) of a criminal offence (e.g. *assault, public order, sexual assault*) in the Republic of Ireland and/or in any other jurisdiction. I have been the subject of a Caution or Bound over order. Please provide the details of same in the table below. I accept that making a false or misleading declaration may render any offer of a training position and associated employment offers as null and void.

Date	Court	Country	Offence	Court Outcome

Signed: _____

Date: _____

Declaration Two - Training Organisation / Programme

• I declare that I currently am not nor was I the subject of an investigation by any professional medical training body or its equivalent in the Republic of Ireland and/or in any other jurisdiction. I accept that making a false or misleading declaration may render any offer of a training position and associated employment offers as null and void.

Signed: _____

Date: _____

OR

• I declare that I currently am or was the subject of an investigation by a professional medical training body or its equivalent in the Republic of Ireland and/or in any other jurisdiction. Please provide the details of same in the table below. I accept that making a false or misleading declaration may render any offer of a training position and associated employment offers as null and void.

Date	Organisation	Offence	Status/Outcome

Signed: _____

Date: _____

Declaration Three - Medical Council/Licensing Body																								
<ul style="list-style-type: none"> I declare that I am not nor have I been the subject of any investigation by a medical registration or licensing body or authority in any jurisdiction with regard to my medical practice or conduct as a practitioner. I have not been suspended from registration, nor had any restrictions on practice nor had my registration or licence cancelled or revoked by any medical registration or licensing body or authority in any jurisdiction nor am I the subject of any current suspension or any restrictions on practice. I accept that making a false or misleading declaration may render any offer of a training position and associated employment offers as null and void. <p>Signed: _____ Date: _____</p> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> I declare that I am or was the subject of an investigation by a medical registration or licensing body or authority in any jurisdiction with regard to my medical practice or conduct as a practitioner. I am or have been suspended from registration, have/had restrictions on practice and/or my registration or licence cancelled or revoked by a medical registration or licensing body or authority in any jurisdiction and/or am the subject of any current suspension and/or have any restrictions on practice. Please provide the details of same in the table below. I accept that making a false or misleading declaration may render any offer of a training position and associated employment offers as null and void. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 15%;">Country</th> <th style="width: 25%;">Medical Council/ Licensing Body</th> <th style="width: 20%;">Offence</th> <th style="width: 25%;">Status/ Outcome</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Signed: _____ Date: _____</p>					Date	Country	Medical Council/ Licensing Body	Offence	Status/ Outcome															
Date	Country	Medical Council/ Licensing Body	Offence	Status/ Outcome																				

Faculty of Radiologists
The Royal College of Surgeons in Ireland



Guidelines for referees completing a candidate appraisal form

The following guidance is for referees completing the form:

- Complete as fully as possible the candidate's details in the first section.
- When assessing the candidate you should keep in mind the level at which the doctor was employed i.e. SHO or Registrar and the candidate's performance in all of the domains in which he or she works, i.e. elective work on the wards, emergency work (on-call), and work in the out-patients clinic, operating theatre, and specialist areas.
- In determining how to score a candidate i.e. 1 – 5, the following directions should be used for guidance purposes:
-A rating of "1" indicates the candidate is below average when compared to other doctors at this level and there are significant weak areas or uneven aspects to performance for this job level.
- A rating of "3" indicates the candidate is average when compared to other doctors at this level and achieves a sufficiently high standard for this job level.
- A rating of "5" indicates the candidate is above average when compared to other doctors at this level and displays distinctive strengths for this job level.
- The following guidelines should be used when assessing the candidate's performance in each category.

Please note that, if requested by the candidate, a copy of this reference may be given to the candidate.

CLINICAL SKILLS	Poor / Inadequate (1/2)	Satisfactory (3)	Above Average / Excellent (4/5)
Diligence in History Taking & Record Keeping	Incomplete, inaccurate, poorly recorded.	Usually complete, orderly and systematic	Precise, perceptive, 'can spot the rarity'
Physical Examination	Lacks basic skills	Can elicit correct signs. Recognises most significant findings.	Thorough, accurate. Knows and elicits specialist signs.
Diagnostic Investigations	Haphazard or inappropriate ordering of diagnostic tests. Unaware of significance of appropriate testing.	Orders laboratory and imaging investigations appropriately.	Very good awareness of most appropriate and efficient diagnostic pathway.
Diagnostic Skills	Fails to interpret and synthesise symptoms, signs and investigations	Competent clinician. Good knowledge with an orderly logical approach to differential diagnosis.	Outstanding diagnostician. Excellent clinical memory.
Clinical Judgement	Deficient assessments of patient status. Does not recognise own limitations. Does not call for help.	Sound patient assessments. Recognises the sick patient.	Outstanding clinician who is aware of his / her limits. Always knows when to call for help.
Operative / Clinical Skills	Clumsy and rough. Totally lacking in self-confidence technically.	Competent.	Promises to develop into a specialist with excellent operative/clinical skills.
Postoperative Management	Uninterested. Fails to notice complications and act appropriately. Only follows up patients when pressed to do so.	Conscientious. Good awareness of complications. Knows patients well.	Excellent on wards. Notices problems early.

PROFESSIONAL ATTITUDE & DEVELOPMENT	Poor / Inadequate (1/2)	Satisfactory (3)	Above Average / Excellent (4/5)
Professionalism	Displays poor levels of commitment, integrity, professional reflection, accountability and honesty.	Sound levels of communication, clinical reasoning, integrity, accountability & honesty. Demonstrates ability to engage in professional reflection & awareness of ethical issues.	Displays exceptional levels of altruism, accountability, awareness of ethical issues, professional reflection, integrity and honesty in daily practice for the benefit of the patient.
Teaching Activities	Uninterested and avoids teaching. Contributes little to the education of students and other NCHDs.	Competent and conscientious in teaching others.	Excellent enthusiastic teacher who inspires others.
Clinical Audit	Little interest in audit activity. Poor knowledge of audit process.	Participates actively in regular audit.	Very good understanding of role of audit. Plays active role in collection and storage of audit data.
Presentations	No interest in giving papers or making presentations within the hospital or clinical meetings.	Keen to give presentations which are well illustrated and well delivered.	Full researched original ideas. Enthusiastic presenter. Answers questions lucidly.
Research	Has neither inclination nor ideas. Unable to carry out "directed" projects.	Keen to do research but needs direction.	Flare for original research and ability to carry it out independently. Good grasp of statistics and research methods.
PERSONAL SKILLS & ATTRIBUTES	Poor / Inadequate (1/2)	Satisfactory (3)	Above Average / Excellent (4/5)
Communication Skills	Does not communicate satisfactorily with patients, relatives or other team members.	Good communicator.	Pays great attention to importance of good communications skills. Regularly seeks feedback that his / her message has been understood.
Teamwork	Poor team player. Works alone. Does not contribute to team performance.	Good team player. Understands importance of teamwork.	Good understanding of team roles of his / her role on team. Works harmoniously with all other team members.
Leadership	Very limited. "Switches people off". Colleagues and other staff confused by his/her instruction.	Competent but lacks inspiration. Gives clear instructions.	Outstanding team leader with exceptional ability to motivate others.
Self Awareness & Insight	Little or no understanding of own limitations or deficiencies.	Aware of his/her strengths and weaknesses.	Very secure person. Recognises own deficiencies and prepared to make appropriate changes.
Commitment & Motivation	No inclination to organise work. Needs to be 'pushed' constantly	Able to organise working routine without supervision. Looks for opportunities to learn.	Constantly pro-active, always prepared to accept additional opportunities to advance.
Disposition & Appearance	Sloppy in appearance and work manner. Does not inspire confidence in others.	Good overall attitude. Presents himself / herself well.	Highly motivated individual with excellent attitude. Inspires confidence in colleagues and patients, and consistently presents himself/herself very well.
Management of Stress & Workload	Constantly disorganised. Does not identify priorities. Always behind in workload.	Manages priorities well in face of excessive workloads.	Very good handling of stress and workload. Prioritises appropriately. Delegates or seeks help when necessary.

Emergency Management	Falls apart at times of crises. Unable to deal satisfactorily with emergencies.	Remains calm and organised at time of crises.	Handles crises situations very well. Calm demeanour. Inspires other team members.
Reliability	Unreliable, scatterbrained. Forgets to do things to the possible detriment of patients	Dependable. Does not need reminding. Conscientious in patient care	Highly conscientious. Anticipates problems.
Time Management	Poor ability to manage time, set goals or identify priorities.	Manages time well – demonstrates consistent ability to plan and allocate their time and identify and manage priorities.	Outstanding at planning and allocating time, scheduling activities and prioritising and setting goals.
RELATIONSHIPS	Poor / Inadequate (1/2)	Satisfactory (3)	Above Average / Excellent (4/5)
Relationship with Medical Colleagues	Fails to get on with seniors, contemporaries or juniors. May even undermine them. Refuses to help them out	Good rapport with colleagues. Usually willing to help in a crisis. Trusted, easy to work with.	Always willing to help even if personally inconvenient. Able to diffuse problems in the team. Would be regarded as "an excellent colleague".
Relationship with Nursing, Paramedical & Allied Health Staff	Treats them with disdain. Generates as opposed to solving problems. Rude	Sound and professional yet approachable. Treats others with respect and is respected in return	Inspires enthusiasm. Exceptional communication skills.
Relationship with Patients & Relatives	Increases patient's and relatives anxieties. Rude. Patients do not want him / her as their doctor. Bad listener & communicator	Sound caring attitude. Can allay fears of patients and relatives. Takes time. Listens well. Explains well. Trusted by the patients and relatives.	Inspires confidence. Establishes excellent rapport. Excellent communicator. Patients delighted to be looked after by him / her

SAMPLE

Faculty of Radiologists
The Royal College of Surgeons in Ireland



Section One - General Information	
Name of candidate:	Medical Council Number:
This person worked under my supervision from:	To:
Clinical Site:	Country:
Specialty:	Grade (e.g. SHO, Registrar):
Are you in anyway related to the applicant? Yes _____ No _____	
Relationship:	

Please complete the following sections based on the following marking system:

1 = poor 2 = inadequate 3 = satisfactory 4 = above average 5 = excellent

It is expected that most candidates will score “3”. Only exceptional candidates should score “4” or “5”.

Section Two – Clinical Skills	Please tick one number per line				
<i>Diligence in History Taking & Record Keeping</i>	1	2	3	4	5
<i>Physical Examination</i>	1	2	3	4	5
<i>Diagnostic Investigations</i>	1	2	3	4	5
<i>Diagnostic Skills</i>	1	2	3	4	5
<i>Clinical Judgement</i>	1	2	3	4	5
<i>Operative / Clinical Skills</i>	1	2	3	4	5
<i>Postoperative Management</i>	1	2	3	4	5

Section Three – Professional Attitude & Development	Please tick one number per line				
<i>Professionalism</i>	1	2	3	4	5
<i>Teaching Activities</i>	1	2	3	4	5
<i>Clinical Audit</i>	1	2	3	4	5
<i>Presentations</i>	1	2	3	4	5
<i>Research</i>	1	2	3	4	5

If you have any further comments/concerns regarding the candidate that have not been covered above, please use the space below or attach further correspondence.

Final Assessment

Please indicate on a scale of 1-5 your overall assessment of this doctor's suitability for the International Medical Graduate Higher Training Initiative. (5 = strongest possible support, 1 = very little support)

Your Full Name _____

Job Title _____

Telephone Number _____

Signed _____ Date _____

This form will not be accepted without a Hospital Stamp

Notes for referees and candidates

- Referees please insert the completed reference in an envelope, sign across the seal and return to the candidate for inclusion in his/her application process to the International Medical Graduate Higher Training Initiative.
- Referees please note that after submission a copy of this reference may be made available to the candidate upon request.
- Candidates please note that as set out in the application form for the International Medical Graduate Higher Training Initiative, that for the purposes of employment, and in accordance with the Data Protection Acts 1988 and 2003, this form will be made available to the relevant employers/ training sites if you are successful in your application to the International Medical Graduate Higher Training Initiative.

Please note the Application Closing Date: 3rd December 2018

Faculty of Radiologists
The Royal College of Surgeons in Ireland



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Leadership	Very limited. "Switches people off". Colleagues and other staff confused by his/her instruction.	Competent but lacks inspiration. Gives clear instructions.	Outstanding team leader with exceptional ability to motivate others.
Self Awareness & Insight	Little or no understanding of own limitations or deficiencies.	Aware of his/her strengths and weaknesses.	Very secure person. Recognises own deficiencies and prepared to make appropriate changes.
Commitment & Motivation	No inclination to organise work. Needs to be 'pushed' constantly	Able to organise working routine without supervision. Looks for opportunities to learn.	Constantly pro-active, always prepared to accept additional opportunities to advance.
Disposition & Appearance	Sloppy in appearance and work manner. Does not inspire confidence in others.	Good overall attitude. Presents himself / herself well.	Highly motivated individual with excellent attitude. Inspires confidence in colleagues and patients, and consistently presents himself/herself very well.
Management of Stress & Workload	Constantly disorganised. Does not identify priorities. Always behind in workload.	Manages priorities well in face of excessive workloads.	Very good handling of stress and workload. Prioritises appropriately. Delegates or seeks help when necessary.

Emergency Management	Falls apart at times of crises. Unable to deal satisfactorily with emergencies.	Remains calm and organised at time of crises.	Handles crises situations very well. Calm demeanour. Inspires other team members.
Reliability	Unreliable, scatterbrained. Forgets to do things to the possible detriment of patients	Dependable. Does not need reminding. Conscientious in patient care	Highly conscientious. Anticipates problems.
Time Management	Poor ability to manage time, set goals or identify priorities.	Manages time well – demonstrates consistent ability to plan and allocate their time and identify and manage priorities.	Outstanding at planning and allocating time, scheduling activities and prioritising and setting goals.
RELATIONSHIPS	Poor / Inadequate (1/2)	Satisfactory (3)	Above Average / Excellent (4/5)
Relationship with Medical Colleagues	Fails to get on with seniors, contemporaries or juniors. May even undermine them. Refuses to help them out	Good rapport with colleagues. Usually willing to help in a crisis. Trusted, easy to work with.	Always willing to help even if personally inconvenient. Able to diffuse problems in the team. Would be regarded as "an excellent colleague".
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Faculty of Radiologists
The Royal College of Surgeons in Ireland



Section One - General Information	
Name of candidate:	Medical Council Number:
This person worked under my supervision from:	To:
Clinical Site:	Country:
Specialty:	Grade (e.g. SHO, Registrar):
Are you in anyway related to the applicant? Yes _____ No _____	
Relationship:	

Please complete the following sections based on the following marking system:

1 = poor 2 = inadequate 3 = satisfactory 4 = above average 5 = excellent

It is expected that most candidates will score “3”. Only exceptional candidates should score “4” or “5”.

Section Two – Clinical Skills	Please tick one number per line				
<i>Diligence in History Taking & Record Keeping</i>	1	2	3	4	5
<i>Physical Examination</i>	1	2	3	4	5
<i>Diagnostic Investigations</i>	1	2	3	4	5
<i>Diagnostic Skills</i>	1	2	3	4	5
<i>Clinical Judgement</i>	1	2	3	4	5
<i>Operative / Clinical Skills</i>	1	2	3	4	5
<i>Postoperative Management</i>	1	2	3	4	5

Section Three – Professional Attitude & Development	Please tick one number per line				
<i>Professionalism</i>	1	2	3	4	5
<i>Teaching Activities</i>	1	2	3	4	5
<i>Clinical Audit</i>	1	2	3	4	5
<i>Presentations</i>	1	2	3	4	5
<i>Research</i>	1	2	3	4	5

Section Four – Personal Skills & Attributes	Please tick one number per line				
<i>Communication Skills</i>	1	2	3	4	5
<i>Teamwork</i>	1	2	3	4	5
<i>Leadership</i>	1	2	3	4	5
<i>Self Awareness & Insight</i>	1	2	3	4	5
<i>Commitment & Motivation</i>	1	2	3	4	5
<i>Disposition & Appearance</i>	1	2	3	4	5
<i>Management of Stress & Workload</i>	1	2	3	4	5
<i>Emergency Management</i>	1	2	3	4	5
<i>Reliability</i>	1	2	3	4	5
<i>Time Management</i>	1	2	3	4	5

Section Five – Relationships	Please tick one number per line				
<i>Relationship with Medical Colleagues</i>	1	2	3	4	5
<i>Relationship with Nursing, Paramedical & Allied Health Staff</i>	1	2	3	4	5
<i>Relationship with Patients & Relatives</i>	1	2	3	4	5

Section Six - Additional Questions	
Did this doctor perform well in this post?	<input type="checkbox"/> Very well <input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
Would you be happy to work again with this doctor? If NO, please briefly state your reasons	<input type="checkbox"/> Yes <input type="checkbox"/> No
To your knowledge has this candidate ever been the subject of a complaints process/ investigation relating to a patient incident? If yes, please provide more details under the comment section.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you think this doctor is suitable for a career in Radiology?	<input type="checkbox"/> Yes <input type="checkbox"/> Unsure <input type="checkbox"/> No
Has this doctor any outstanding characteristics?	
Have you any reservations about his/her suitability for International Medical Graduate Higher Training Initiative? If NO, please briefly state your reasons	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have any further comments/concerns regarding the candidate that have not been covered above, please use the space below or attach further correspondence.

Final Assessment

Please indicate on a scale of 1-5 your overall assessment of this doctor's suitability for the International Medical Graduate Higher Training Initiative.
(5 = strongest possible support, 1 = very little support)

--

Your Full Name _____

Job Title _____

Telephone Number _____

Signed _____ Date _____

This form will not be accepted
without a Hospital Stamp

Notes for referees and candidates

- Referees please insert the completed reference in an envelope, sign across the seal and return to the candidate for inclusion in his/her application process to the International Medical Graduate Higher Training Initiative.
- Referees please note that after submission a copy of this reference may be made available to the candidate upon request.
- Candidates please note that as set out in the application form for the International Medical Graduate Higher Training Initiative, that for the purposes of employment, and in accordance with the Data Protection Acts 1988 and 2003, this form will be made available to the relevant employers/ training sites if you are successful in your application to the International Medical Graduate Higher Training Initiative.

Please note the Application Closing Date: 3rd December 2018

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Guidelines for referees completing a candidate appraisal form

The following guidance is for referees completing the form:

- Complete as fully as possible the candidate's details in the first section.
- When assessing the candidate you should keep in mind the level at which the doctor was employed i.e. SHO or Registrar and the candidate's performance in all of the domains in which he or she works, i.e. elective work on the wards, emergency work (on-call), and work in the out-patients clinic, operating theatre, and specialist areas.
- In determining how to score a candidate i.e. 1 – 5, the following directions should be used for guidance purposes:
-A rating of "1" indicates the candidate is below average when compared to other doctors at this level and there are significant weak areas or uneven aspects to performance for this job level.
- A rating of "3" indicates the candidate is average when compared to other doctors at this level and achieves a sufficiently high standard for this job level.
- A rating of "5" indicates the candidate is above average when compared to other doctors at this level and displays distinctive strengths for this job level.
- The following guidelines should be used when assessing the candidate's performance in each category.

Please note that, if requested by the candidate, a copy of this reference may be given to the candidate.

CLINICAL SKILLS	Poor / Inadequate (1/2)	Satisfactory (3)	Above Average / Excellent (4/5)
Diligence in History Taking & Record Keeping	Incomplete, inaccurate, poorly recorded.	Usually complete, orderly and systematic	Precise, perceptive, 'can spot the rarity'
Physical Examination	Lacks basic skills	Can elicit correct signs. Recognises most significant findings.	Thorough, accurate. Knows and elicits specialist signs.
Diagnostic Investigations	Haphazard or inappropriate ordering of diagnostic tests. Unaware of significance of appropriate testing.	Orders laboratory and imaging investigations appropriately.	Very good awareness of most appropriate and efficient diagnostic pathway.
Diagnostic Skills	Fails to interpret and synthesise symptoms, signs and investigations	Competent clinician. Good knowledge with an orderly logical approach to differential diagnosis.	Outstanding diagnostician. Excellent clinical memory.
Clinical Judgement	Deficient assessments of patient status. Does not recognise own limitations. Does not call for help.	Sound patient assessments. Recognises the sick patient.	Outstanding clinician who is aware of his / her limits. Always knows when to call for help.
Operative / Clinical Skills	Clumsy and rough. Totally lacking in self-confidence technically.	Competent.	Promises to develop into a specialist with excellent operative/clinical skills.
Postoperative Management	Uninterested. Fails to notice complications and act appropriately. Only follows up patients when pressed to do so.	Conscientious. Good awareness of complications. Knows patients well.	Excellent on wards. Notices problems early.

PROFESSIONAL ATTITUDE & DEVELOPMENT	Poor / Inadequate (1/2)	Satisfactory (3)	Above Average / Excellent (4/5)
Professionalism	Displays poor levels of commitment, integrity, professional reflection, accountability and honesty.	Sound levels of communication, clinical reasoning, integrity, accountability & honesty. Demonstrates ability to engage in professional reflection & awareness of ethical issues.	Displays exceptional levels of altruism, accountability, awareness of ethical issues, professional reflection, integrity and honesty in daily practice for the benefit of the patient.
Teaching Activities	Uninterested and avoids teaching. Contributes little to the education of students and other NCHDs.	Competent and conscientious in teaching others.	Excellent enthusiastic teacher who inspires others.
Clinical Audit	Little interest in audit activity. Poor knowledge of audit process.	Participates actively in regular audit.	Very good understanding of role of audit. Plays active role in collection and storage of audit data.
Presentations	No interest in giving papers or making presentations within the hospital or clinical meetings.	Keen to give presentations which are well illustrated and well delivered.	Full researched original ideas. Enthusiastic presenter. Answers questions lucidly.
Research	Has neither inclination nor ideas. Unable to carry out "directed" projects.	Keen to do research but needs direction.	Flare for original research and ability to carry it out independently. Good grasp of statistics and research methods.
PERSONAL SKILLS & ATTRIBUTES	Poor / Inadequate (1/2)	Satisfactory (3)	Above Average / Excellent (4/5)
Communication Skills	Does not communicate satisfactorily with patients, relatives or other team members.	Good communicator.	Pays great attention to importance of good communications skills. Regularly seeks feedback that his / her message has been understood.
Teamwork	Poor team player. Works alone. Does not contribute to team performance.	Good team player. Understands importance of teamwork.	Good understanding of team roles of his / her role on team. Works harmoniously with all other team members.
Leadership	Very limited. "Switches people off". Colleagues and other staff confused by his/her instruction.	Competent but lacks inspiration. Gives clear instructions.	Outstanding team leader with exceptional ability to motivate others.
Self Awareness & Insight	Little or no understanding of own limitations or deficiencies.	Aware of his/her strengths and weaknesses.	Very secure person. Recognises own deficiencies and prepared to make appropriate changes.
Commitment & Motivation	No inclination to organise work. Needs to be 'pushed' constantly	Able to organise working routine without supervision. Looks for opportunities to learn.	Constantly pro-active, always prepared to accept additional opportunities to advance.
Disposition & Appearance	Sloppy in appearance and work manner. Does not inspire confidence in others.	Good overall attitude. Presents himself / herself well.	Highly motivated individual with excellent attitude. Inspires confidence in colleagues and patients, and consistently presents himself/herself very well.
Management of Stress & Workload	Constantly disorganised. Does not identify priorities. Always behind in workload.	Manages priorities well in face of excessive workloads.	Very good handling of stress and workload. Prioritises appropriately. Delegates or seeks help when necessary.

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SAMPLE

Faculty of Radiologists
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