

**Faculty of Radiologists
The Royal College of Surgeons in Ireland**

International Medical Graduate Training Initiative

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

**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	
<p>Did this doctor perform well in this post?</p> <p> <input type="checkbox"/> Very well <input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable </p>	
<p>Would you be happy to work again with this doctor? <input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If NO, please briefly state your reasons</p>	
<p>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</p> <p><input type="checkbox"/> No</p>	
<p>Do you think this doctor is suitable for a career in Radiology? <input type="checkbox"/> Yes <input type="checkbox"/> Unsure</p> <p><input type="checkbox"/> No</p>	

<i>Has this doctor any outstanding characteristics?</i>	
Have you any reservations about his/her suitability for the International Medical Graduate Higher Training Initiative?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If NO, please briefly state your reasons	
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: 30th November 2018