

Paediatric Dermatology Fellowship Structured Reference Letter

Applicant: LAST NAME, FIRST NAME

Referee: TITLE, LAST NAME, FIRST NAME

JOB TITLE / POSITION

INSTITUTION

ADDRESS

CITY, PROVINCE/STATE, COUNTRY

EMAIL

The candidate above is applying for a position in the Clinical Paediatric Dermatology Fellowship Program at the Hospital for Sick Children in Toronto, Ontario, Canada.

Confidentiality of Content

Please indicate if the applicant had an opportunity to review the content of this letter before submission: (Select one)

- ☐ The applicant **did not** review the content of this letter before submission
- ☐ The applicant **had the opportunity** to review the content of this letter before submission

Conflict of Interest

"I declare that I have not, at any point during the time I have known this applicant, had a relationship with this applicant that could be construed as a conflict of interest." (Select one, if selecting second option, text is required)

- ☐ I declare no conflict of interest
- ☐ I may have a conflict of interest

BRIEFLY EXPLAIN:

In what capacity did you work with this applicant? (Select all that apply)

- ☐ When the applicant was a medical student
- ☐ When the applicant was a resident
- ☐ When the applicant was a fellow
- ☐ When the applicant was a professional colleague
- ☐ Other capacities: _____

When did you work with this applicant and for how long?

How well do you know the applicant? (Select one)

- ☐ Very well
- ☐ Well
- ☐ Somewhat well
- ☐ Not very well

Do you feel you have had adequate exposure in a work environment to assess this applicant fairly? (Select one)

- ☐ Yes
- ☐ No

Rating Scale: Please indicate your opinion of this applicant's performance relative to other trainees/individuals at the same stage of training.

Applicant Attributes	Excellent	Very Good	Good	Fair	Poor	Unable to Assess
<u>Medical judgement</u> : gathers and uses data efficiently and effectively; defines problems and is a rational problem-solver; orders investigations in a deliberate fashion; has sound knowledge of relevant conditions						
<u>Procedural skills</u> : proficiently performs various relevant procedures such as punch biopsies and intralesional injection						
<u>Communication skills</u> : communicates effectively with patients, families and team members alike; documents effectively in the medical record						
<u>Organizational skills</u> : makes good use of time and resources						
<u>Interpersonal skills</u> : rapport, cooperation, collaboration, attitudes toward supervision, empathy, sensitivity to the needs of others						
<u>Insight</u> : self-assesses accurately, recognizes limitations, plans learning, skillful management of available resources, ability to function independently, appropriate self-confidence						
<u>Motivation</u> : seeks out opportunities and assumes responsibility; shows spontaneous initiative, ready to work hard, and has a desire to achieve						
<u>Reliability</u> : dependability, sense of responsibility, promptness, conscientiousness, integrity, honesty						
<u>Maturity</u> : personal development, ability to cope with difficult situations						
<u>Commitment</u> : committed to the specialty of Paediatric Dermatology						

Please describe 2-3 strengths that would best represent the applicant's suitability for the fellowship program:

SPACE TO ANSWER, LIMIT TO 1000 CHARACTERS

Please describe one or more areas for improvement for this applicant:

SPACE TO ANSWER, LIMIT TO 1000 CHARACTERS

Are there any professionalism concerns with this applicant:

- ☐ Yes: PLEASE DESCRIBE [MANDATORY TO ENTER WITH THIS OPTION]
- ☐ No

Please add any additional useful comments: (optional)

SPACE TO ANSWER, LIMIT TO 1000 CHARACTERS

Final Statement:

- ☐ I *strongly recommend* this applicant for the Paediatric Dermatology Fellowship Program (exceptional candidate)
- ☐ I *highly recommend* this applicant for the Paediatric Dermatology Fellowship Program (very good candidate)
- ☐ I *recommend* this applicant for the Paediatric Dermatology Fellowship Program
- ☐ I *hesitate to recommend* this applicant for the Paediatric Dermatology Fellowship Program
- ☐ I *would not recommend* this applicant for the Paediatric Dermatology Fellowship Program