

Pediatrics Structured Reference Letter

Applicant Name:

Referee Name:

Title:

Email:

Thank you for taking the time to be a referee for the Fellowship Application Process. The candidate you are writing a letter of reference for is applying to Pediatrics. As a collaborative group of Pediatric Program Directors, we hope this structured narrative reference will help you in your reference submission. Please send this completed form to **paedmed.fellowship@sickkids.ca**.

Confidentiality of content

Please indicate if the applicant had an opportunity to review the content of this letter before submission to the Fellowship Committee:

- The applicant did not have the opportunity to review the content of this letter before submission to the Fellowship Committee
- The applicant had the opportunity to review the content of this letter before submission to the Fellowship Committee

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. This may include but is not limited to being: related, a close friend, business associate or treating physician.

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

Briefly explain:

Context of Working Relationship

I have known the above-mentioned person for _____ years and/or _____ months.

My relationship (professional, educational, etc.) with the candidate:

Assessment of Applicant

The narrative comments are very valuable to our residency selection committees, and they appreciate the time it takes to thoughtfully address the following seven (7) areas:

1. How would you rate the applicant on their communication skills with patients/caregivers?

- ☐ Above expectations
- ☐ Meets expectations
- ☐ Below expectations
- ☐ Unable to comment

Comments:

2. How would you rate the applicant on teamwork and collaboration?

- ☐ Above expectations
- ☐ Meets expectations
- ☐ Below expectations
- ☐ Unable to comment

Comments:

3. How would you rate the applicant on their comfort and flexibility with uncertainty?

- ☐ Above expectations
- ☐ Meets expectations
- ☐ Below expectations
- ☐ Unable to comment

Comments:

4. How would you rate the applicant on their work ethic/initiative?

- ☐ Above expectations
- ☐ Meets expectations
- ☐ Below expectations
- ☐ Unable to comment

Comments:

5. How would you rate the applicant on demonstrating self-directed learning?

- ☐ Above expectations
- ☐ Meets expectations
- ☐ Below expectations
- ☐ Unable to comment

Comments:

6. How would you rate the applicant on their clinical knowledge base (differential diagnosis generation, ability to formulate a preliminary management plan etc.)

- ☐ Above expectations
- ☐ Meets expectations
- ☐ Below expectations
- ☐ Unable to comment

Comments:

7. How would you rate the applicant on their feedback receptivity?

- ☐ Above expectations
- ☐ Meets expectations
- ☐ Below expectations
- ☐ Unable to comment

Comments:

8. How would you rate the applicant on their scholarly drive, productivity and potential? (e.g. teaching, education development, QI work, research, leadership etc).

- ☐ Above expectations
- ☐ Meets expectations
- ☐ Below expectations
- ☐ Unable to comment

Comments:

Any additional overall comments:

Have you observed any behaviours that cause you to have concerns about the following:

- Collegiality (e.g. conflict with staff, issue with other learner)
- Clinical judgment (e.g. over-confident, dangerous decision, overly hesitant)
- Patient-centred care (e.g. disrespect, conflict, boundaries)

- Reliability or responsibility (e.g. excessive absences, incomplete records, missed calls)
- Receiving feedback or maintaining professionalism (e.g. disruptive behaviours that impede feedback or disrupt clinic flow)
- Other observed behaviour(s) or trait(s), not otherwise described, that may impact this applicant's suitability for a position in a Pediatrics residency

No

Yes

If yes, please describe your observation:

Recommendation

Final Statement (choose one):

I recommend this candidate without reservation

I recommend this candidate with some reservation

I would not recommend this candidate

Date: