

**Structured Reference Letter
 FRCPC Emergency Medicine Programs**

Demographics:

Candidate Name:	
CaRMS ID:	
Referee Name/Designations (e.g. CCFP-EM):	
Institution(s):	
Position(s): <i>E.g. Program Director, Clerkship Director etc.</i>	
How long/well and in what capacity do you know the candidate? <i>E.g. Clinical work, research, other? Number of shifts worked with candidate?</i>	
Frame of Reference <i>E.g. how many students/residents do you work with, what type of practice do you have</i>	

How would you rate the Candidate in the following areas?

Please compare the candidate to other Medical Students on their EM Rotation. If you cannot comment on a particular area, please indicate this.

Commitment to Specialist Emergency Medicine. Have they thoughtfully considered their career choices?				
Top 5%	Top 10%	Top 25%	Top 50%	Can't Comment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

Work Ethic				
Top 5%	Top 10%	Top 25%	Top 50%	Can't Comment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

Teachability				
Top 5%	Top 10%	Top 25%	Top 50%	Can't Comment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

Clinical Knowledge Base (Differential diagnosis generation, ability to formulate a management plan etc.)				
Top 5%	Top 10%	Top 25%	Top 50%	Can't Comment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

Ability to Work as Part of a Team/Communication Skills				
Top 5%	Top 10%	Top 25%	Top 50%	Can't Comment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

Global Assessment – How does this Trainee Compare to ALL Medical Students doing EM at your site?				
Top 5%	Top 10%	Top 25%	Top 50%	Can't Comment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

Would you be comfortable with a friend or family member being cared for by this candidate?	
YES	No
<input type="checkbox"/>	<input type="checkbox"/>
Comments:	

Please enter any other comments that you have might have about the candidate here. This could include, further comments about their performance, any strengths or weaknesses not covered above as well as any areas that are not touched on in the section above.

Is this Letter Confidential?
i.e. has not been seen by candidate

YES

NO

 Signature

 Date

Family Medicine Structured Reference Letter

Identification of Applicant: Name, (CaRMS ID) University

ABOUT THE REFEREE:

Referee Name: Dr.

Location of Work: University of
1100 Drive
, Canada

Confidentiality of content

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

The applicant did not have the opportunity to review the content of this letter before submission to CaRMS

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;

CONTEXT OF WORKING RELATIONSHIP:

When did you work with this applicant? 01-2021 - 02-2022

How well do you know the applicant? Very well.

Do you feel you have had adequate exposure in a work environment to assess this applicant fairly? Yes.

Is your assessment of this applicant based on direct clinical observation? Yes.

Practice Setting – Location Primarily urban or suburban.

Practice Setting – Type Primarily clinic based.

Applicant Attributes	Excellent	Very Good	Good	Fair	Poor	Unable to assess
Demonstrates appropriate knowledge base.	✓					
Gathers data efficiently and effectively.	✓					
Able to define problems and formulate appropriate management plans.	✓					
Tolerates clinical uncertainty and avoids concrete thinking.	✓					

Applicant Attributes	Excellent	Very Good	Good	Fair	Poor	Unable to assess
Demonstrates compassion and is sensitive to patient needs.	✓					
Communicates effectively and is able to build rapport with patients.	✓					
Demonstrates respect for all members of the team including clinical and administrative staff.	✓					
Demonstrates a positive learning attitude by seeking out and receiving feedback without defensiveness or undue deference.	✓					
Recognizes own limitations, asking for help when needed without overly relying on the preceptor.	✓					
Demonstrates reliability and responsibility by attending regularly, being punctual and avoiding leaving early.	✓					
Demonstrates respect and responsibility by completing tasks as expected, communicating issues appropriately and being responsive to emails or other notices.	✓					
Demonstrates honesty and integrity by taking responsibility for their actions.	✓					
Demonstrates a positive learning attitude by seeking out opportunities and showing initiative.	✓					
Demonstrates stamina and resilience when coping with unexpected stressors and situations.	✓					
Demonstrates appropriate procedural skills.	✓					
Demonstrates cultural and social sensitivity providing a safe environment for all	✓					

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

Collegiality (e.g. conflict with staff, issue with other learner) No.

Clinical judgement (e.g. over confident, dangerous decision, overly hesitant) No.

Patient-centred care (e.g. disrespect, conflict, boundaries) No.

Reliability or responsibility (e.g. excessive absences, incomplete records, missed calls) No.

Receiving feedback or maintaining professionalism (e.g. disruptive behaviours that impede feedback or disrupt clinic flow). No.

Other observed behaviour(s) or trait(s), not otherwise described, that may impact this applicant's suitability for a position in a Family Medicine residency. No.

Supporting Narrative

Briefly, please tell us about a specific situation such as an observed patient encounter or other observed experience that exemplifies what makes this applicant an ideal candidate for family medicine.

This is where the narrative would be displayed.

Summative Statements:

Did this applicant demonstrate an interest in Family Medicine? (Choose one best answer):

Definitely yes! For example, the applicant specifically described how to apply this experience to their future in Family Medicine.

Do you believe this applicant demonstrates the skills and personality traits supportive of suitability for a rural family medicine residency? These would include being self-directed, having a spirit of adventure, and demonstrating a tolerance for working in professionally or socially isolated environments.

Definitely yes!

Would you be happy to be this applicant's preceptor for the two years of Family Medicine Residency?

Definitely yes!

Final Statement (choose one):

I would strongly recommend this applicant for a Family Medicine residency position.

Signature:

This letter was submitted using CaRMS Online.

Date:

September 16, 2021