

VICTORIAN PUBLIC HOSPITALS – REFEREE ASSESSMENT FORM – 2018  
**NON COMPUTER MATCHED HMO & REGISTRAR POSITIONS**

**INSTRUCTIONS TO APPLICANT:**

1. **Three (3)** Referee Assessments are required. At least two (2) should be from Consultants. Registrars possible for one (1) only.
2. **Complete the Applicant and Referee details** prior to forwarding to your Referee, to ensure that this assessment is successfully matched to your application/s at the Hospitals.
3. Tick on the back page, the Health Services to whom you are applying and to whom the assessment is to reach.
4. Your Referee will send the completed Referee Form directly to the Hospital/s nominated by you on page 2.
5. **DO NOT USE** this form for **COMPUTER MATCHING POSITIONS**.

**Applicant's Details**

Name: \_\_\_\_\_  
 Position(s) Applying For: \_\_\_\_\_  
 (i.e. HMO3/Registrar, and Speciality/Stream e.g. surgical/ED/ICU)  
 Current Hospital: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Referee's Details (completed by Applicant)**

Title & Name: \_\_\_\_\_  
 Position Held: \_\_\_\_\_  
 Hospital: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**INSTRUCTIONS TO REFEREE:**

1. **Complete** the details below, rating the applicant according to the criteria by ticking the appropriate box, mindful of the ability expected at the applicant's particular level of training.
2. **Retain the original** assessment until the end of the year (in the event of miss faxing or additional requests).
3. **Fax/E-mail a copy** of the **FRONT PAGE ONLY** to the Health Services nominated by the Applicant on page 3.

In what capacity did this person work with you? (Eg surgical resident, medical registrar).....

Relationship to Candidate (E.g. Supervisor) .....

Length of time you have known the candidate (E.g. Oct – Dec 2017) .....

Would you employ the candidate if the opportunity arose? Yes  No

(If No then please indicate in the comments section below.)

Provide an overall comment regarding the candidate: .....

This Referee Assessment Form is confidential; however, it will be available to the appropriate Hospital Committees considering the appointment of the candidate. It may also be accessed by the candidate under the Privacy Act 1988 (Cth) and the Australian Privacy Principles.

Please tick (✓) the appropriate areas.	Requires substantial assistance (5% of population)	Requires further development	Performance just adequate	Consistent with level of appointment	Performance better than expected	Performance exceptional (5% of population)	N/A Unable to assess
<b>CLINICAL COMPETENCY</b>							
<b>Knowledge base.</b> Demonstrates adequate knowledge of basic and clinical sciences.							
<b>Clinical skills.</b> Elicits and records accurate, complete history and clinical examination findings							
<b>Clinical judgement / Decision making.</b> Organises, synthesises and acts appropriately on information; applies sound knowledge.							
<b>Self-awareness.</b> Recognises limits of own skills & knowledge, and actively seeks feedback & assistance to continuously improve.							
<b>Procedural skills.</b> Performs procedures competently							
<b>Research and presentation skills.</b> Standard of research, publications and presentation skills.							
<b>Provide an overall comment regarding the clinical competency of the candidate:</b>							
<b>VERBAL &amp; WRITTEN COMMUNICATION SKILLS</b>							
<b>Colleagues, patients and /or family.</b> Interacts effectively, respectfully and sensitively toward colleagues, patients and families / carers.							
<b>Verbal and written.</b> Conveys clear and timely information to colleagues and patients and maintains comprehensive and accurate records.							
<b>Provide an overall comment regarding the communication skills of the candidate:</b>							

Continued on next page

Please tick (✓) the appropriate areas.	Requires substantial assistance (5% of population)	Requires further development	Performance just adequate	Consistent with level of appointment	Performance better than expected	Performance exceptional (5% of population)	N/A Unable to assess
<b>PERSONAL AND PROFESSIONAL CONDUCT</b>							
<b>Professional responsibility.</b> Demonstrates ethical behaviours and professional values including integrity, reliability, honesty, compassion, empathy and respect for all patients, society and the profession.							
<b>Insight.</b> Aware of professional and personal boundaries.							
<b>Initiative.</b> Ability to exercise appropriate initiative.							
<b>Teaching.</b> Proactive in teaching other healthcare professionals, patients and/or care providers.							
<b>Education and Training.</b> Proactive in taking advantage of learning opportunities and commitment to professional development.							
<b>Time management skills.</b> Is punctual and organises and prioritises tasks effectively.							
<b>Teamwork and colleagues</b> Maintains positive relationships. Works with and contributes effectively in a team.							
<b>Provide an overall comment regarding the conduct of the candidate:</b>							
<b>Overall rating of candidate in relation to their cohort (1-10).</b>							

Signature of Referee: \_\_\_\_\_ Date: \_\_\_\_\_

### INSTRUCTIONS TO REFEREE:

- Fax /mail the **FRONT PAGES** only to the Health Service/s ticked below. **Do NOT fax these pages to Hospitals!**
- Please **retain a copy of the assessment** until the end of the year, in the event of miss faxing or additional requests.

	HEALTH SERVICE	Incorporating	Address	Fax	Phone/Email
<input type="checkbox"/>	<b>ALBURY WODONGA HEALTH</b> Manager Medical Workforce <b>Liz Caunt</b>	Wodonga Hospital	Vermont Street WODONGA Vic 3692	02 6051 7477	02 6051 7543
<input type="checkbox"/>	<b>ALFRED HEALTH</b> Medical Workforce Unit	The Alfred Sandringham Hospital Caulfield Hospital	Commercial Road PRAHRAN Vic 3181	<i>Email only</i>	Please email: <a href="mailto:medicalrecruitment@alfred.org.au">medicalrecruitment@alfred.org.au</a>
<input type="checkbox"/>	<b>AUSTIN HEALTH</b> Medical Workforce Unit		Studley Rd HEIDELBERG Vic 3084	9496 3148	9496 6813 <a href="mailto:mwuenquiries@austin.org.au">mwuenquiries@austin.org.au</a>
<input type="checkbox"/>	<b>BAIRNSDALE REGIONAL HLTH SERVICE</b> HMO Coordinator Kat Middleton	Bairnsdale Regional Health	122 Day Street, Bairnsdale 3875	<i>Email only</i>	(03) 5150 3633 <a href="mailto:kathryn.middleton@brhs.com.au">kathryn.middleton@brhs.com.au</a>
<input type="checkbox"/>	<b>BALLARAT HEALTH SERVICES</b> HMO Manager	Ballarat Base Hospital	PO Box 577 BALLARAT Vic 3353	5320 4554	5320 6858
<input type="checkbox"/>	<b>BARWON HEALTH</b> Manager, Medical Workforce	University Hospital, Geelong	PO Box 281 GEE LONG Vic 3220	4215 0901	4215 0891
<input type="checkbox"/>	<b>BASS COAST HEALTH</b> Medical Workforce Coordinator	Wonthaggi Hospital	235-237 Graham St- Wonthaggi 3995 PO Box 120 – Wonthaggi 3995	5671 3300	5671 3333
<input type="checkbox"/>	<b>CENTRAL GIPPSLAND HEALTH</b> HMO Manager		155 Guthridge Pde SALE Vic 3850	5143 8633	5143 8600 / 8110
<input type="checkbox"/>	<b>EAST GIPPSLAND</b> Program Manager		PO Box 1497, Bairnsdale, Vic 3875		5150 3448 <a href="mailto:Juliet.johnston@brhs.com.au">Juliet.johnston@brhs.com.au</a>
<input type="checkbox"/>	<b>EASTERN HEALTH</b> Associate Director, Junior Medical Staff	Angliss Hospital Box Hill Hospital Maroondah Hospital Peter James Centre Wantima Health	PO Box 94 BOX HILL Vic 3128	Email Only	9895 3469 <a href="mailto:jmsrecruitment@easternhealth.org.au">jmsrecruitment@easternhealth.org.au</a>
<input type="checkbox"/>	<b>ECHUCA REGIONAL HEALTH</b> HMO Manager	Echuca Hospital	226, Service Street ECHUCA Vic 3564	5482 5052	5485 5041 <a href="mailto:medicalworkforceunit@erh.org.au">medicalworkforceunit@erh.org.au</a>
<input type="checkbox"/>	<b>GOULBURN VALLEY HEALTH</b> HMO Manager	Goulburn Valley Base Hospital	Graham St SHEPPARTON Vic 3630	03 5832 2082	5832 2739
<input type="checkbox"/>	<b>LATROBE REGIONAL HOSPITAL</b> HMO Manager		PO Box 424 TRARALGON Vic 3844	5173 8444	5173 8000
<input type="checkbox"/>	<b>MERCY HOSPITAL FOR WOMEN</b> Medical Staff Recruiter		163 Studley Rd HEIDELBERG Vic 3084	Email only	8458 4819 <a href="mailto:MHW_Admin@mercy.com.au">MHW_Admin@mercy.com.au</a>
<input type="checkbox"/>	<b>MILDURA BASE HOSPITAL</b> HMO Manager		PO Box 620 MILDURA Vic 3502	5022 3234	5022 3478 <a href="mailto:boylankellyt@ramsayshealth.com.au">boylankellyt@ramsayshealth.com.au</a>
<input type="checkbox"/>	<b>NORTHEAST HEALTH WANGARATTA</b> HMO Manager	Wangaratta Base Hospital	PO Box 386 WANGARATTA Vic 3676	<i>Email only</i>	5722 5066 <a href="mailto:medicalworkforce@nhw.org.au">medicalworkforce@nhw.org.au</a>
<input type="checkbox"/>	<b>NORTHERN HEALTH</b> JMWU Manager	The Northern Hospital	185 Cooper St EPPING Vic 3076	All forms to be submitted via email	<a href="mailto:medicalworkforce@nh.org.au">medicalworkforce@nh.org.au</a>
<input type="checkbox"/>	<b>PENINSULA HEALTH</b> Manager Medical Workforce	Frankston & Rosebud Hospitals, Golf Links Rd & Mornington Centre	PO Box 52 FRANKSTON Vic 3199	Email only	<a href="mailto:MedicalWorkForceUnit@phcn.vic.gov.au">MedicalWorkForceUnit@ phcn.vic.gov.au</a>
<input type="checkbox"/>	<b>PETER MACCALLUM CANCER CENTRE</b> HMO Manager		305 Grattan Street, Melbourne 3000	8559 6088 Email preferred	8559 6125 <a href="mailto:Lynn.Orelli@petermac.org">Lynn.Orelli@petermac.org</a>
<input type="checkbox"/>	<b>ROYAL CHILDREN'S HOSPITAL</b> JMS Coordinator		50 Flemington Rd PARKVILLE Vic 3052	9345 5565	9345 6365 <a href="mailto:mwu.enquiries@rch.org.au">mwu.enquiries@rch.org.au</a>
<input type="checkbox"/>	<b>ROYAL MELBOURNE HOSPITAL</b> Manager, Medical Workforce	Royal Melbourne Hospital	Grattan St PARKVILLE Vic 3052	<i>Email only</i>	Please email relevant clinical department or: <a href="mailto:rmh-mwu@mh.org.au">rmh-mwu@mh.org.au</a>
<input type="checkbox"/>	<b>ROYAL VICTORIAN EYE &amp; EAR HOSPITAL</b> HMO Manager		32 Gisborne St EAST MELBOURNE Vic 3002	9663 7203	9929 8575
<input type="checkbox"/>	<b>SOUTH WEST HEALTHCARE</b> HMO Manager	Warrnambool Base Hospital	Ryot St WARRNAMBOOL Vic 3280	5563 1627	5563 1346 <a href="mailto:pmartin@swh.net.au">pmartin@swh.net.au</a>
<input type="checkbox"/>	<b>ST VINCENT'S HEALTH</b> HMO Manager	St Vincent's, St Georges & Caritas Hospitals	41 Victoria Pde FITZROY Vic 3065	Email Only	9231 1878 / 1877 / 1884 <a href="mailto:mwfu.enquiries@svha.org.au">mwfu.enquiries@svha.org.au</a>
<input type="checkbox"/>	<b>THE WOMEN'S</b> Medical Workforce Unit		Cnr Grattan St & Flemington Rd, PARKVILLE Vic 3052		<a href="mailto:medical.recruitment@thewomens.org.au">medical.recruitment@thewome ns.org.au</a>
<input type="checkbox"/>	<b>WERRIBEE MERCY HOSPITAL</b> Medical Workforce Unit		300 Princes Highway WERRIBEE Vic 3030	TBA	03 8754 3677 <a href="mailto:medicalworkforceunit@mercy.com.au">medicalworkforceunit@mercy. com.au</a>
<input type="checkbox"/>	<b>WESTERN DISTRICT HEALTH SERVICE</b> HMO Manager	Hamilton Base Hospital	PO Box 283 HAMILTON Vic 3300	5551 8219	5551 8388
<input type="checkbox"/>	<b>WEST GIPPSLAND HEALTHCARE GROUP</b> Medical Workforce	Warragul Hospital	41 Landsborough St WARRAGUL Vic 3820	03 5623 0876	5623 0611 <a href="mailto:hmo@wghg.com.au">hmo@wghg.com.au</a>
<input type="checkbox"/>	<b>WESTERN HEALTH</b> Manager Medical Workforce	Western, Sunshine & Williamstown Hospitals	Private Bag FOOTSCRAY Vic 3011	Email Only	<a href="mailto:wh-mwu.enquiries@wh.org.au">wh-mwu.enquiries@wh.org.au</a>
<input type="checkbox"/>	<b>WIMMERA HEALTH CARE GROUP</b> HMO Manager	Wimmera Base Hospital	Baillie St HORSHAM Vic 3400	5382 0829	5381 9082 <a href="mailto:mwu@whcg.org.au">mwu@whcg.org.au</a>