



DIVISION OF PHYSIATRY
PHYSICAL MEDICINE AND REHABILITATION
Department of Medicine
University of Toronto

Structured Reference Letter for Fellowship Applications

Applicant:

Referee:

The applicant named above is applying for a position in a Physical Medicine and Rehabilitation Fellowship. Thank you for agreeing to act as a referee. Please complete this Structured Reference letter in lieu of a traditional narrative reference letter.

CONFIDENTIALTY OF CONTENT

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

The applicant **did not** have the opportunity to review the content of this letter prior to submission.

The applicant **had** the opportunity to review the content of this letter prior to 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. This may include but is not limited to being: *a family member, a close friend, a business associate or a treating physician.*"

I declare to no conflict of interest

I may have a conflict of interest

Briefly explain:

CONTEXT OF WORKING RELATIONSHIP

When did you work with this applicant?

Start (mm-yyyy):

End (mm-yyyy):

for ongoing engagement please enter current month and year

At what point in the applicant's training/career did you engage with this applicant?

Medical School

Training Residency

Training Research

Other, please specify:

How well do you know the applicant?

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?

Yes

No

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

Yes

Practice Setting – Location

Academic centre

Non-academic centre

Combination of academic and non-academic

Private practice

Practice Setting – Type

Primarily outpatient

Primarily inpatient

Combination of outpatient and inpatient

No

Please describe the work setting:

Nature of contact with the applicant: (check all that apply)

Extended direct clinical contact

Limited direct clinical contact

Direct research contact

Know indirectly through others/evaluations

Committee prepared letter of recommendation

Other, please specify:

ASSESSMENT

Please indicate with a check (✓) for each area below your opinion of this applicant's performance relative to peers at the same stage of training.

Applicant Attributes	Excellent	Very Good	Good	Fair	Poor	Unable to assess
<i>Medical Judgement:</i> gathers and uses data efficiently and effectively; defines problems and is a rational problem solver.						
<i>Organizational Skills:</i> makes good use of time and resources.						
<i>Interpersonal Skills:</i> positive attitude, cooperation, teamwork, attitudes towards supervision, empathy, sensitivity to the needs of others.						
<i>Communication Skills (English Language):</i> Written						
Verbal						
<i>Insight:</i> self assesses accurately, recognizes limitations, plans learning, skillful management of available resources, ability to function independently, appropriate self-confidence						
<i>Motivation:</i> seeks out opportunities and assumes responsibility; shows spontaneous initiative, ready to work hard, and has a desire to achieve						
<i>Reliability:</i> dependability, sense of responsibility, promptness, conscientiousness, integrity						
<i>Maturity:</i> personal development, ability to cope with life situations, self-control and thoughtfulness						

PROFESSIONALISM & PERFORMANCE

To your knowledge, has the applicant ever had any professionalism concerns?

Yes

No

Please select the statement that best applies to this applicant:

Performing at exceptional level compared to peers.

Performing well above level of training of peers.

Performing above level expected of peers.

Performing at level expected of peers.

Performing below level expected of peers.

FINAL STATEMENT

I would strongly recommend this applicant for a Fellowship position in PM&R.

I would recommend this applicant for a Fellowship position in PM&R.

I would hesitate to recommend this applicant for a Fellowship position in PM&R.

I would not recommend this applicant for a Fellowship position in PM&R.

Additional Comments