

VICTORIAN PUBLIC HOSPITALS - REFEREE ASSESSMENT FORM NON - COMPUTER MATCHED - HMO & REGISTRAR POSTS

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 below details in full**, prior to forwarding to your Referee, to ensure that this assessment is successfully matched to your application/s at the Hospitals.
3. As your Referee is to send the completed Form directly to the Hospital/s nominated by you overleaf, tick on the back page, the Health Services to whom you are applying and to whom the assessment is to reach.

Applicant's Details
SURNAME:
FIRST NAME:
POSITION/S APPLIED FOR: <i>(List actual position, i.e. HMO3 or Registrar, and Specialty/Stream i.e. Surgical. Do <u>not</u> list the Hospitals here. See over.)</i>
CLOSING DATE: / /

Referee's Details
REFEREE 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 applicant's ability expected at his/her 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/mail a copy** of the **FRONT PAGE ONLY** to the Health Services nominated by the Applicant on the back.

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

When? *(year)* For how long? *(Eg. 6 months)*

Would you be prepared to have the applicant work with you again? Yes No N/A

Please comment:

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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
CLINICAL COMPETENCY *							
Knowledge base. Demonstrates adequate knowledge of basic and clinical sciences.							
Clinical skills. Elicits and records accurate, complete history and clinical examination findings							
Clinical judgement / Decision making Organises, synthesises and acts appropriately on information; applies sound knowledge base.							
Self-awareness. Recognises limits of own skills & knowledge, and actively seeks feedback & assistance to continuously improve.							
Procedural skills. Performs procedures competently							
VERBAL & WRITTEN COMMUNICATION SKILLS *							
Patient and family. Interacts effectively and sensitively with patients and families / care givers.							
Medical records / Clinical documentation. Provides clear, comprehensive and accurate records.							
PERSONAL AND PROFESSIONAL CONDUCT *							
Professional responsibility. Demonstrates punctuality, reliability, honesty and self-care.							
Teaching. Proactive in teaching other healthcare professionals, patients and/or care providers.							
Time management skills. Organises and prioritises tasks in an effective manner.							
Teamwork and colleagues. Works with and contributes effectively within a team.							

SIGNATURE OF REFEREE: **DATE:**

INSTRUCTIONS TO REFEREE :

- Fax /mail the **FRONT PAGE** only to the Health Service/s ticked below. **Do NOT fax this page 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
<input type="checkbox"/>	ANGLISS HOSPITAL (Eastern Health) HMO Manager		Albert St UPPER FERNTREE GULLY 3156	9764 6399	9764 6138
<input type="checkbox"/>	AUSTIN HEALTH HMO Manager	Austin Hospital	Studley Rd HEIDELBERG 3084	9496 3148	9496 6813
<input type="checkbox"/>	BALLARAT HEALTH SERVICES HMO Manager	Ballarat Base Hospital	PO Box 577 BALLARAT 3353	5320 4554	5320 4279
<input type="checkbox"/>	BARWON HEALTH HMO Manager	Geelong Hospital	PO Box 281 GEELONG 3220	5226 7595	5226 7592
<input type="checkbox"/>	BAYSIDE HEALTH HMO Manager	The Alfred, Sandringham & Caulfield Hospitals	Commercial Road PRAHRAN 3181	9076 6046	9076 6050
<input type="checkbox"/>	BENDIGO HEALTH HMO Manager	The Bendigo Hospital	PO Box 126 BENDIGO 3552	5454 7555	5454 7556
<input type="checkbox"/>	BOX HILL HOSPITAL (Eastern Health) HMO Manager		PO Box 94 BOX HILL 3128	9895 3461	9895 3620
<input type="checkbox"/>	CENTRAL GIPPSLAND HEALTH HMO Manager		155 Guthridge Pde SALE 3850	5143 8633	5143 8600/8700
<input type="checkbox"/>	ECHUCA REGIONAL HEALTH HMO Manager	Echuca Hospital	PO Box 25 ECHUCA 3564	5485 5051	5485 5041
<input type="checkbox"/>	GOULBURN VALLEY HEALTH HMO Manager	Goulburn Valley Base Hospital	Graham St SHEPPARTON 3630	5832 2394	5832 2739
<input type="checkbox"/>	LATROBE REGIONAL HOSPITAL HMO Manager		PO Box 424 TRARALGON 3844	5173 8444	5173 8000
<input type="checkbox"/>	MAROONDAH HOSPITAL (Eastern Health) HMO Manager		PO Box 135 RINGWOOD EAST 3135	9871 3310	9871 3352
<input type="checkbox"/>	MERCY HOSPITAL FOR WOMEN Medical Staff Recruiter		163 Studley Rd HEIDELBERG 3084	8458 4818	8458 4800
<input type="checkbox"/>	MILDURA BASE HOSPITAL HMO Manager		PO Box 620 MILDURA 3502	5022 3234	5022 3478
<input type="checkbox"/>	NORTHERN HEALTH HMO Manager	The Northern Hospital	185 Cooper St EPPING 3076	8405 8032	8405 8209
<input type="checkbox"/>	NORTHEAST HEALTH WANGARATTA HMO Manager	Wangaratta Base Hospital	PO Box 386 WANGARATTA 3676	5722 0109	5722 0260
<input type="checkbox"/>	PENINSULA HEALTH HMO Manager	Frankston & Rosebud Hospitals, Mt Eliza Centre	PO Box 52 FRANKSTON 3199	9784 7380	9784 7725
<input type="checkbox"/>	PETER MACCALLUM CANCER CENTRE HMO Manager		St Andrew's Place EAST MELBOURNE	9654 8457	9596 1110
<input type="checkbox"/>	ROYAL CHILDREN'S HOSPITAL HMO Manager		Flemington Rd PARKVILLE 3052	9345 7097	9345 5144/6365
<input type="checkbox"/>	ROYAL MELBOURNE HOSPITAL HMO Manager		Grattan St PARKVILLE 3052	9342 8388	9342 8749
<input type="checkbox"/>	ROYAL WOMEN'S HOSPITAL HMO Manager		132 Grattan St CARLTON 3053	9344 2325	9344 2086
<input type="checkbox"/>	SOUTHERN HEALTH HMO Manager	Monash Medical Centre, Dandenong & Casey Hospitals	246 Clayton Rd CLAYTON 3168	9594 6116	9594 2750
<input type="checkbox"/>	SOUTH WEST HEALTHCARE HMO Manager	Warrnambool Base Hospital	Ryot St WARRNAMBOOL 3280	5563 1627	5563 1346
<input type="checkbox"/>	ST VINCENT'S HEALTH HMO Manager	St Vincent's, St Georges & Caritas Hospitals	41 Victoria Pde FITZROY 3065	9288 3324	9288 3304/2836
<input type="checkbox"/>	WERRIBEE MERCY HOSPITAL HMO Manager		300 Princes Highway WERRIBEE 3030	9216 8777	9216 8710
<input type="checkbox"/>	WESTERN DISTRICT HEALTH SERVICE HMO Manager	Hamilton Base Hospital	PO Box 283 HAMILTON 3300	555 18219	5551 8378
<input type="checkbox"/>	WESTERN HEALTH HMO Manager	Western, Sunshine & Williamstown Hospitals	Private Bag FOOTSCRAY 3011	8345 6355	8345 6951
<input type="checkbox"/>	WIMMERA HEALTH CARE GROUP HMO Manager	Wimmera Base Hospital	Baillie St HORSHAM 3400	8382 0829	5381 9365

NOTE: This assessment has been communicated in confidence. However, it will be available to the appropriate Hospital Committees considering HMO appointments, and may be accessible via Freedom of Information.

02/01/2008