

## 2023 VICTORIAN INTERN MATCH REFEREE REPORT PROCESS AND SAMPLE FORM

24 January 2023

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### INTRODUCTION

The PMCV has a centralised online referee collection and distribution process via the Allocation and Placement Service (APS). All Health Services participating in the Intern Match have agreed to use a standardised Referee Report Form. In 2023, all candidates participating in the Intern Match must ensure that two (2) of the standardised Referee Report Forms are completed by clinical referees by the advertised date (**5pm AEST, 08 June 2023**). No late references will be accepted.

### PROCESS OVERVIEW

- Candidates nominate referees via their account on the APS website.
- Referees automatically receive an email with a link to an online Referee Report Form.
- Referees complete the forms and the forms are saved against the relevant candidate's profile in the Intern Match.
- Health Services you have nominated as a preference will have access to your completed referee report forms during the health service assessment period.

### WHO CAN PROVIDE A REFERENCE?

- Nominated referees **must have directly supervised your clinical practice** in a Health Service, General Practice or Community Health setting.
- **Referees must be in their fourth postgraduate year (PGY4) or above.**
- Referees who have supervised you within the last 12 months are preferred. However, referees who have supervised you within the last 2 years are acceptable.
- Referees will be asked to indicate whether they supervised you prior to your final year of medical school. Health Services will take this into account when assessing the referee's response (noting that some domains are rated against the standard of a final year medical student).
- Nominated referees may be contacted during the selection process by Health Services to which you have applied.
- You should think carefully about your choice of referees and select only those persons who have recently observed you as a medical student, have good knowledge of your skills and experience, and who you know are willing to provide a reference for you.
- You must **contact your referee before you nominate them**, to ensure they consent to provide a reference for you, will be available to do so during the application period, and to confirm their contact details. It is your responsibility to ensure your nominated referee completes the form on time.

SAMPLE INTERN MATCH REFEREE REPORT FORM (NOT FOR USE)

**DISCLAIMER**

Please be advised that your report can be accessed by the candidate and health services during the selection stage (once candidate registration has closed). You may want to discuss any concerns you have directly with the candidate.

*Under Freedom of Information (FOI) legislation, the Postgraduate Medical Council of Victoria are obliged to make information we hold about applicants in our centralised recruitment processes available to the candidates themselves.*

What was your role while supervising or training this candidate? \*

Other ▼

Please specify your role in relation to the candidate

At what level was the candidate when you supervised/observed them? \*

Prior to final year ▼

Please specify

Would you endorse this candidate for an intern position with a Victorian health service? \*

Please provide an overall comment about the candidate.

**Clinical skills and knowledge**

Clinical Skills and Knowledge \*

	1 - Well below standard of a final year student	2 - At standard of a capable early final year student	3 - At standard of a capable end of final year student	4 - At standard of an exceptional end of final year student	Not able to comment
How would you assess the applicant's ability to elicit an accurate history?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How would you assess the applicant's ability to synthesize an appropriate working diagnosis?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How would you assess the applicant's ability to develop an appropriate plan for further investigations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	1 - Well below standard of a final year student	2 - At standard of a capable early final year student	3 - At standard of a capable end of final year student	4 - At standard of an exceptional end of final year student	Not able to comment
How would you assess the applicant's ability to formulate an appropriate treatment plan?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide an overall comment on the clinical competency of the applicant.

## Communication

Communication \*

	1 - Well below standard of a final year student	2 - At standard of a capable early final year student	3 - At standard of a capable end of final year student	4 - At standard of an exceptional end of final year student	Not able to comment
How would you assess the applicant's communication skills, when communicating with their peers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How would you assess the applicant's communication skills, when communicating with patients and their families?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How would you assess the applicant's ability to prepare and maintain accurate record documentation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide an overall comment regarding the applicant's communication skills?

## Personal and professional conduct

Personal and Professional Conduct \*

	1 - Working towards expected standard	2 - Consistent with level of training	3 - Better than expected standard	4 - Exceptional	Not able to comment
How would you assess the applicant's ability to demonstrate integrity, professional values, honesty and empathy?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How would you assess the applicant's professional development, attendance at teaching sessions and ability to be proactive in their own learning?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How would you assess the applicant's teamwork, and demonstration of respect for their team members?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	1 - Working towards expected standard	2 - Consistent with level of training	3 - Better than expected standard	4 - Exceptional	Not able to comment
How would you assess the applicant's time management, and ability to prioritize tasks appropriately?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide an overall comment regarding the applicant's personal and professional conduct.

I declare that the information I have entered within this Referee Assessment form is true and correct. \*

Submit

This assessment has been communicated in confidence. However, it will be available to the appropriate Hospital Committee considering the appointment, and may be accessible by the candidate under the Privacy Act 1988 and the Australian Privacy Principles.

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