

STANDARD BST CANDIDATE APPRAISAL FORM

Section One – General information

Name of candidate:	Medical Council Number:
This person worked under my supervision from:	To:
Clinical Site:	Country:
Specialty:	Grade (e.g. Intern, SHO):
Are you in any way related to the applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Relationship:	

Please complete the following sections based on the following marking system:

1 = poor 2 = inadequate 3 = satisfactory 4 = above average 5 = excellent

It is expected that most candidates will score “3”. Only exceptional candidates should score “4” or “5”.

Section Two - Professional Attitude

Please tick one number per line

	1	2	3	4	5
Professionalism					
Diagnostic skills					
Diligence in record taking					
Emergency management					
Clinical judgement					
Punctuality					
Relationship with other medical colleagues					
Relationship with nursing, paramedical & allied health staff					
Relationship with patients and relatives					

Section Three - Personal Attributes

Please tick one number per line

	1	2	3	4	5
Time management					
Management of stress & workload					
Commitment & motivation					
Communication skills					
Disposition & appearance					
Reliability					
Teamwork					
Attendance & performance at conferences					

Section Four - Additional Questions			
Did this doctor perform well in this post?	<input type="checkbox"/> Very well	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Would you be happy to work again with this doctor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
To your knowledge has this candidate ever been the subject of a complaint process/ investigation relating to a patient incident? If yes, please provide more details under the comment section.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you think this doctor is suitable for a career in [specialty]_____?			<input type="checkbox"/> Yes <input type="checkbox"/> Unsure <input type="checkbox"/> No
Has this doctor any outstanding characteristics?			
If you have any further comments/concerns regarding the candidate that have not been covered above, please use the space below or attach further correspondence.			

Your Full Name _____

Job Title _____

Telephone Number _____

Signed _____ Date _____

This form will not be accepted
without a Hospital Stamp

Notes for Candidates:

- Candidates, please note that as set out in the application form for the basic specialist training programme, that for the purposes of employment, and in accordance with the Data Protection Acts 1988 and 2003, this form will be made available to the relevant employers/ training sites if you are successful in your application to the basic specialist training programme.
- Two completed appraisal forms are required for your basic specialist training application. At least one of the two references should be from the current/most recent supervising consultant/employer. References may be obtained from educational institutions if the candidate has not undertaken a clinical internship during their Basic Medical Training.

Guidelines for referees completing a BST candidate appraisal form:

The following guidance is for referees completing the form:

- Complete as fully as possible the candidate's details in the first section.
- When assessing the candidate, you should keep in mind the level at which the doctor was employed i.e. intern or SHO or Registrar and the candidate's performance in all of the domains in which they work, i.e. elective work on the wards, emergency work (on-call), and work in the out-patients clinic, operating theatre, and specialist areas.
- In determining how to score a candidate i.e. 1 – 5, the following directions should be used for guidance:
 - A rating of "1" indicates the candidate is below average when compared to other doctors at this level and there are significant weak areas or uneven aspects to performance for this job level.
 - A rating of "3" indicates the candidate is average when compared to other doctors at this level and achieves a sufficiently high standard for this job level.
 - A rating of "5" indicates the candidate is above average when compared to other doctors at this level and displays distinctive strengths for this job level.

The following guidelines should be used when assessing the candidate's performance in each category:

PROFESSIONAL ATTITUDE	Poor / Inadequate (1/2)	Satisfactory (3)	Above Average /Excellent (4/5)
Professionalism	Displays poor levels of commitment, integrity, professional reflection, accountability and honesty.	Sound levels of communication, clinical reasoning, integrity, accountability and honesty. Demonstrates ability to engage in professional reflection and awareness of ethical issues.	Displays exceptional levels of altruism, accountability, awareness of ethical issues, professional reflection, integrity and honesty in daily practice for the benefit of the patient.
Diagnostic Skills	Fails to interpret and synthesise symptoms, signs and investigations	Competent clinician. Good knowledge with an orderly logical approach to differential diagnosis.	Outstanding diagnostician. Excellent clinical memory.
Diligence in record keeping	Incomplete, inaccurate, poorly recorded.	Usually complete, orderly and systematic	Precise, perceptive, 'can spot the rarity'
Emergency Management	Falls apart at times of crises. Unable to deal satisfactorily with emergencies.	Remains calm and organised at time of crises.	Handles crises situations very well. Calm demeanour. Inspires other team members.
Clinical Judgement	Deficient assessments of patient status. Does not recognise own limitations. Does not call for help.	Sound patient assessments. Recognises the sick patient.	Outstanding clinician who is aware of his / her limits. Always knows when to call for help.
Punctuality	Consistently late in completing required tasks or duties.	Competent in completing a task/obligation at a previously designated time.	Consistently excellent ability to complete a required task or fulfil an obligation before or at a previously designated time.
Relationship with medical colleagues	Fails to get on with seniors, contemporaries or juniors. May even undermine them. Refuses to help them out.	Good rapport with colleagues. Usually willing to help in a crisis. Trusted, easy to work with.	Always willing to help even if personally inconvenient. Able to diffuse problems in the team. Would be regarded as "an excellent colleague."
Relationship with nursing, paramedical & allied health staff	Treats them with disdain. Generates as opposed to solving problems. Rude.	Sound and professional yet approachable. Treats others with respect and is respected in return.	Inspires enthusiasm. Exceptional communication skills.
Relationship with patients and relatives	Increases patient's and relatives anxieties. Rude. Patients do not want them as their doctor. Bad listener & communicator	Sound caring attitude. Can allay fears of patients and relatives. Takes time. Listens well. Explains well. Trusted by the patients and relatives.	Inspires confidence. Establishes excellent rapport. Excellent communicator. Patients delighted to be looked after by them.

PERSONAL ATTRIBUTES	Poor / Inadequate (1/2)	Satisfactory (3)	Above Average /Excellent (4/5)
Time management	Poor ability to manage time, set goals or identify priorities.	Manages time well – demonstrates consistent ability to plan and allocate their time and identify and manage priorities.	Outstanding at planning and allocating time, scheduling activities and prioritising and setting goals.
Management of stress & workload	Constantly disorganised. Does not identify priorities. Always behind in workload.	Manages priorities well in face of excessive workloads.	Very good handling of stress and workload. Prioritises appropriately. Delegates or seeks help when necessary.
Commitment & motivation	No inclination to organise work. Needs to be ‘pushed’ constantly.	Able to organise working routine without supervision. Looks for opportunities to learn.	Constantly pro-active, always prepared to accept additional opportunities to advance.
Communication skills	Does not communicate satisfactorily with patients, relatives or other team members.	Good communicator.	Pays great attention to importance of good communications skills. Regularly seeks feedback that their message has been understood.
Disposition & appearance	Sloppy in appearance and work manner. Does not inspire confidence in others.	Good overall attitude. Presents themselves well.	Highly motivated individual with excellent attitude. Inspires confidence in colleagues and patients, and consistently presents themselves very well.
Reliability	Unreliable, scatterbrained. Forgets to do things to the possible detriment of patients.	Dependable. Does not need reminding. Conscientious in patient care.	Highly conscientious. Anticipates problems.
Teamwork	Poor team player. Works alone. Does not contribute to team performance.	Good team player. Understands importance of teamwork.	Good understanding of team roles of their role on team. Works harmoniously with all other team members.
Attendance & performance at conferences	No interest in giving papers or making presentations within the hospital or at clinical meetings.	Keen to give presentations which are well illustrated and well delivered.	Fully researched original ideas. Enthusiastic presenter. Answers questions lucidly.