

Family Medicine Structured Reference Letter

Applicant: Last name, First name (CaRMS code)

Referee: Title First Last name, Designation
Field of practice
Job title / Academic position
Institution / Medical School affiliation
Street address
City, Province/State, Country

Confidentiality of content

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

- ☒ The applicant did not have the opportunity to review the content of this letter before submission to CaRMS
- ☐ The applicant had the opportunity to review the content of this letter before submission to CaRMS

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: related, a close friend, business associate or treating physician."

- ☒ I declare no conflict of interest;
- ☐ I may have a conflict of interest

Context of Working Relationship

When did you work with this applicant?

Start: [mm-yyyy]

End: [mm-yyyy]

At what stage of training did you work with this applicant?

- ☐ Pre-clerkship
- ☒ Early clerkship
- ☐ Mid to late clerkship
- ☐ Post-clerkship

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
☐ No

Practice Setting - Location

- ☐ Primarily urban or suburban
☒ Primarily rural or regional
☐ Combination of rural and urban

Practice Setting - Type

- ☐ Primarily clinic based
☒ Primarily hospital based
☐ Combination of clinic and hospital

Assessment of Applicant

Anchors for the following questions:

- Excellent (among the best, better than many R1s)
- Very good (functioning like an early R1)
- Good (ready for R1)
- Fair (teachable but still needs work to be ready for R1)
- Poor (below expected level despite practice opportunities, not ready for R1)
- Unable to assess (not observed)

Applicant Attributes	Excellent	Very Good	Good	Fair	Poor	Unable to Assess
Demonstrates appropriate knowledge base.	✓					
Gathers data efficiently and effectively.		✓				
Able to define problems and formulate appropriate management plans.			✓			
Tolerates clinical uncertainty and avoids concrete thinking.				✓		
Demonstrates compassion and is sensitive to patient needs.					✓	
Communicates effectively and is able to build rapport with patients.						✓
Demonstrates respect for all members of the team including clinical and administrative staff.					✓	
Demonstrates a positive learning attitude by seeking out and receiving feedback without defensiveness or undue deference.				✓		
Recognizes own limitations, asking for help when needed without overly relying on the preceptor.			✓			
Demonstrates reliability and responsibility by attending regularly, being punctual and avoiding leaving early.		✓				

	Excellent	Very Good	Good	Fair	Poor	Unable to Assess
Demonstrates respect and responsibility by completing tasks as expected, communicating issues appropriately and being responsive to emails or other notices.	✓					
Demonstrates honesty and integrity by taking responsibility for their actions.		✓				
Demonstrates a positive learning attitude by seeking out opportunities and showing initiative.			✓			
Demonstrates stamina and resilience when coping with unexpected stressors and situations.				✓		
Demonstrates appropriate procedural skills.					✓	
Demonstrates cultural and social sensitivity providing a safe environment for all						✓

Have you observed any behaviours that cause you to have concerns about the following:

Collegiality (e.g. conflict with staff, issue with other learner)

- ☒ No
☐ Yes

Clinical judgement (e.g. over confident, dangerous decision, overly hesitant)

- ☐ No
☒ Yes

Please describe your observation:

Patient-centred care (e.g. disrespect, conflict, boundaries)

- ☒ No
☐ Yes

Reliability or responsibility (e.g. excessive absences, incomplete records, missed calls)

- ☐ No
☒ Yes

Please describe your observation:

Receiving feedback or maintaining professionalism (e.g. disruptive behaviours that impede feedback or disrupt clinic flow).

- ☒ No
☐ Yes

Other observed behaviour(s) or trait(s), not otherwise described, that may impact this applicant's suitability for a position in a Family Medicine residency.

- ☒ No
☐ Yes

Supporting Narrative

In this section we invite you to highlight what makes this applicant stand out as a candidate for Family Medicine.

Summative Statements

Did this applicant demonstrate an interest in Family Medicine? (Choose one best answer):

- ☐ Definitely yes! For example, the applicant specifically described how to apply this experience to their future in Family Medicine.
- ☐ Yes. For example, the applicant was interested in and curious about a career in Family Medicine.
- ☒ Possibly. For example, the applicant mentioned consideration of Family Medicine
- ☐ Not really but the applicant did not speak negatively about Family Medicine.
- ☐ No. For example, the applicant demonstrated negative attitudes towards Family Medicine.

Do you believe this applicant demonstrates the skills and personality traits supportive of suitability for a rural family medicine residency? These would include being self-directed, having a spirit of adventure, and demonstrating a tolerance for working in professionally or socially isolated environments.

- ☐ Definitely yes!
- ☐ Yes
- ☒ I'm not sure
- ☐ No
- ☐ Definitely no.
- ☐ Not in a position to adequately assess

If given the opportunity, would you want to work with this applicant for two years?

- ☐ Definitely yes!
- ☐ Yes
- ☒ I'm not sure
- ☐ No
- ☐ Definitely no.

Please describe your reasons:

Final Statement

Final Statement (choose one):

- ☐ I would strongly recommend this applicant for a Family Medicine residency position.
- ☐ I would recommend this applicant for a Family Medicine residency position.
- ☐ I would hesitate to recommend this applicant for a Family Medicine residency position.
- ☒ I would not recommend this applicant for a Family Medicine residency position.
- ☐ I would not recommend this applicant for any residency position.

Signature: This letter was submitted using CaRMS Online.

Date: October 7, 2022

Example