Pediatric Emergency Medicine Structured Reference Letter

Applicant Name: _____
Referee Name: _____
Referee Title/Role: _____
Referee Institution: _____
Referee Email: _____

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 Declaration

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

Briefly explain:

Context of Working Relationship

Briefly state your clinical/academic setting and the applicant's role in it:

I have known the applicant for: _____ years and/or _____ months.

Nature and extent of exposure (check all that apply):

- ◯ Direct clinical supervision
- ◯ Simulation-based teaching or resuscitation training
- ◯ Scholarly collaboration (e.g. research, QI, education, advocacy, etc.)
- ◯ Multi-author/compiled reference letter (multiple staff input)
- ◯ Other exposure (describe and quantify if possible):

Assessment of the Applicant

Narrative comments are essential to our assessment of candidate files. For each domain, please provide a rating based on the applicant's performance relative to other trainees at the same level whom you have supervised, along with a brief narrative comment and specific examples where possible. If you are unable to comment in a specific domain, please select "Unable to comment."

Rating scale (used for each domain below):

- Exceptional (top 1% of learners)
- Above expectations (top 10% of learners)
- Meets expectations (where most residents perform)
- Below expectations (below the level expected at this stage)
- Unable to comment

A. **Clinical Judgment & Acute Care:** How would you rate the applicant's clinical judgment, knowledge base, and procedural readiness in undifferentiated presentations (e.g. recognizing the ill child, decision-making under pressure)?

- ◯ Exceptional
- ◯ Above expectations
- ◯ Meets expectations
- ◯ Below expectations
- ◯ Unable to comment

Comments:

B. **Crisis Resource Management & Teamwork:** How would you rate the applicant's crisis resource management and teamwork during acute care (e.g. situational awareness, communication, interprofessional collaboration)?

- ◯ Exceptional
- ◯ Above expectations
- ◯ Meets expectations
- ◯ Below expectations
- ◯ Unable to comment

Comments:

C. **Communication & Family-Centered Care:** How would you rate the applicant's communication with children and families, including empathy and support for distressed caregivers?

- ◯ Exceptional
- ◯ Above expectations
- ◯ Meets expectations
- ◯ Below expectations
- ◯ Unable to comment

Comments:

D. **Professionalism & Teachability:** How would you rate the applicant's professionalism, reliability, and receptivity to feedback?

- ◯ Exceptional
- ◯ Above expectations
- ◯ Meets expectations
- ◯ Below expectations
- ◯ Unable to comment

Comments:

E. **Scholarship & Other Contributions:** Where applicable, how would you rate the applicant's scholarly and professional contributions (e.g. research, teaching, leadership, advocacy, or QI)?

- ◯ Exceptional
- ◯ Above expectations
- ◯ Meets expectations
- ◯ Below expectations
- ◯ Unable to comment

Comments:

F. **Global Assessment Compared to Peers:** Relative to other trainees at the same level whom you have supervised, this applicant ranks:

- ◯ Exceptional/among the very best I have supervised
- ◯ Top Third
- ◯ Middle Third
- ◯ Lower Third
- ◯ Unable to comment

Comments:

Observed Concerns

Have you observed any behaviour(s) that raise concerns about this applicant's suitability for PEM training (e.g. collegiality, clinical judgment or safety, communication, reliability, professionalism, or response to feedback)?

- ◯ No
- ◯ Yes

If Yes, please describe factually. Please do not include confidential health, disability, or accommodation information:

Additional Comments

Optional but encouraged. This may be used to provide an integrated summary of the applicant's overall performance or further comments about distinctive strengths, exceptional/outstanding qualities, scholarship, advocacy, teaching, leadership, or other areas not fully captured above.

Recommendation

Select one:

- ◯ I recommend this candidate without reservation
- ◯ I recommend this candidate with some reservation
- ◯ I do not recommend this candidate for Pediatric Emergency Medicine training

Date: _____