REFEREE REPORT

**RACMA FELLOWSHIP TRAINING PROGRAM   
VIA THE STANDARD PATHWAY**

Your details have been provided to the Royal Australasian College of Medical Administrators as a referee for:

**Name of applicant: ……………………………………………………………………**

**Applicant email: ...…………………………………………………………………………………**

Please complete the following form and return to the College by mail, fax or email [applications@racma.edu.au](mailto:applications@racma.edu.au) by close of business on the[**Application closing date**](http://racma.edu.au/index.php?option=com_content&task=view&id=383&Itemid=159)**.**

**Referee’s details**

Name: ……………….………………………………………………………………………….….

Title: ………………………..…………….…………………………………………………………

Address: ……………………………….………………………………………………….……….

……………………….………………… Email: ………………………….………..……….…

Phone: ………………………………… Mobile: …………..……..…………………………..

Are you a:

FRACMA: □ YES □ NO

AFRACMA: □ YES □ NO

Affiliate of RACMA: □ YES □ NO

**Reference**

What was the applicant’s work position under your supervision?

What was your position title when you supervised this applicant?

Please provide the dates during which you supervised this applicant:

Please comment on the applicant’s:

1. Management training (including formal education, short courses in management, coaching, publications in management):
2. Management experience (breadth of experience, number of staff supervised, time in position engaged in management tasks):
3. Leadership style:
4. Interpersonal Skills - relationships with others, e.g. nursing staff, peers, superiors:
5. Communication skills – written, presentation, negotiation:
6. Delegation in terms of decision making:
7. Stakeholder engagement:
8. Are they able to demonstrate the application of sound management theory to their practice?
9. From your own observation: how well does the applicant demonstrate a capacity for competent management?  
     
   *Rating scale: 1- Poor; 2- Fair; 3- Good; 4- Excellent; N/A – Not Applicable/Not observed*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criterion** | **1** | **2** | **3** | **4** | **N/A** | **Comment** |
| Enthusiasm and interest |  |  |  |  |  |  |
| Judgment |  |  |  |  |  |  |
| Political know-how |  |  |  |  |  |  |
| Ability to accept direction |  |  |  |  |  |  |
| Consultation with others |  |  |  |  |  |  |
| Practical management skills |  |  |  |  |  |  |
| Ability to lead a team |  |  |  |  |  |  |
| Accountability for outcomes |  |  |  |  |  |  |
| Ability to interpret data |  |  |  |  |  |  |
| Reliability |  |  |  |  |  |  |
| Application to work |  |  |  |  |  |  |

1. From your own observation: are there specific areas where this manager needs to improve their skills, experience and competence? Describe the areas and why this is your opinion.
2. Other comments:

Signature: …………………………………..…….. Date: ………………………