

**NURSING ENTRY TO PRACTICE PROGRAMME 2012
Academic/Clinical Reference Form**

Referee's name:

Date:

Referee Title & Position:

Applicant's name: _____

Position applied for: _____

What was the applicant's position within your organisation?

What was his/her relationship with you?

Could you tell me about the candidate's general attitude and outlook?

Ability to show initiative: Could you tell me about a time when they have shown initiative?

What initiated the initiative? How appropriate was it? What did they do / say? What did they do next? What impact did it have? How did the applicant react to the impact?

Excellent Good Needs Prompting Poor

Comment _____

Ability to meet deadlines: Could you tell me about time when he/she needed to meet deadlines and how they dealt with it?

How did they cope? What did they do to ensure the deadlines were met? Who did they communicate with? Were the deadlines met? What was their reaction afterwards?

Excellent Good Needs Prompting Poor ____

Comment _____

Ability to work in a team: What team skills have you observed? Can you give some specific Examples?

Excellent Good Needs Prompting Poor

Comment _____

Attitude towards others: Could you tell me about your observations of his/her relationship with colleagues, patients/clients

How does the applicant make first contact with the client/ patient? What is their voice tone and manner like? Have there been any instances when the client/patient was not satisfied? How did this come about? How did the applicant contribute to that? How did the applicant react to that?

Excellent Good Needs Prompting Poor See attached report ____

Comment _____

Can you think of a particular instance when they have had to deal with a particularly difficult client/patient.

What was the situation? What did the applicant do and say? How tolerant was the applicant? How did they show this? What was the outcome? What was the applicants reaction after the encounter?

Yes No

Comment _____

Ability to deal with a difficult issue: Please tell me about when you have observed the applicant working in difficult circumstances.

What was their outward manner? How did they communicate at the time? How well did they maintain a professional approach to their work? What role did the applicant take during the issue? Were there any signs of stress? What were these signs? What was the outcome? How did the applicant respond afterwards?

Comment _____

(For roles with a clinical component): Tell me about their clinical practice – have you ever had any concerns or have other staff raised concerns regarding her practice?

Yes No

Comment _____

Please describe your perception of whether or not he/she is an honest person? Please provide an example.

Comment _____

Please list three strengths

1 _____
2 _____
3 _____

Please list three areas that you think could be improved?

1 _____
2 _____
3 _____

How would you describe their punctuality and attendance record?

Excellent Good Needs Prompting Poor

Comment _____

Conclusion:

Is there any information you would like to add that you think may be relevant?

