Clear all

Psychiatry Structured Reference Letter

CaRMS ID:

Applicant: Last Name, First Name

Referee: Title Last name, First name, Designation

Field of Practice, including any area of subspecialty (e.g. outpatient psychiatry, family medicine, geriatric psychiatry, psychotherapy, research, other medical specialty [specify], etc.)

Job title / Academic Position

Institution / Medical School Affiliation

Street Address

City, Province

Country

Email

The candidate named above is applying for a position in a Psychiatry residency. Thank you for agreeing to act as a referee. Please complete this Structured Reference letter in lieu of a traditional narrative reference letter.

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.

Reference documents submitted through CaRMS (Canadian Resident Matching Service) are indeed confidential to the applicants who include them within their application to their program. Referees are required to indicate whether they have shared the completed reference with the applicant.

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

Briefly explain:

(200 Characters)

SAMPLE

Clear all

Context of Referee

What is your practice setting (check all that apply):

- [ ] Rural
- [ ] Remote
- [ ] Urban
- [ ] Non-medical practice
- [ ] Academic Centre
- [ ] Community Hospital
- [ ] Community Clinic
- [ ] Private Office
- [ ] Other:

(200 Characters)

How many years have you been supervising and/or teaching medical learners?

Please select an option

On average, how many medical students do you work with a year?

Please select an option

On average, how many residents do you work with a year?

Please select an option

SAMPLE

Clear all

Context of Working Relationship

When did you last work with this applicant?

Please select a date: (Date will be displayed as Month/Year)

How long did you work with this applicant?

Please select an option

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
- ○ Somewhat 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

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

- ○ No

Please describe the work setting (200 Characters)

Nature of contact with applicant: (Check all that apply)

- ☐ Extended direct clinical contact (> 20 hrs/week)
- ☐ Limited direct clinical contact (< 20 hrs/week)
- ☐ Direct research contact
- ☐ Know indirectly through others/evaluations
- ☐ Committee prepared letter of recommendation
- ☐ Other:

(200 Characters)

SAMPLE

Clear all

Applicant Attributes

Professional Values

Please choose from the following prompts to discuss in detail 2-3 areas that best represent the applicant's personal characteristics as a clinician and potential psychiatrist with examples from your work with the applicant

- Evidence of empathy in patient interactions
- Professionalism (including maturity, ability to work with a team, honesty)
- Curiosity about mental health
- Advocacy
- Leadership (including conflict management style)
- Coachability/teachability (openness, responsivity, and integration of feedback)

(1000 Characters)

Clinical Skills

Please choose from the following prompts and discuss in detail 2-3 areas that best represent the applicant's clinical abilities with examples from your work with the applicant

- Communication skills
- Performing a history
- Ability to perform a Mental Status Examination
- Ability to arrive at a sound differential diagnosis
- Formulation of a treatment plan
- Research skills
- Ability to integrate multiple sources of medical information toward understanding complex and interconnected problems

(1000 Characters)

SAMPLE

Clear all

Additional Comments

Please provide any other comments that further illustrate the applicant's suitability and preparedness for a career in psychiatry.

1000 Characters

Final Statement

- ◯ **I strongly recommend**: Compelling case for highest consideration (Exceptional Candidate).
- ◯ **I highly recommend**: Case for high consideration (Very Good Candidate).
- ◯ **I recommend**: Evidence of overall strengths providing a worthy applicant for consideration.
- ◯ **I hesitate to recommend**: Evidence of some strengths in a number of areas, but with some deficits noted.
- ◯ **I would not recommend**: Evidence of some strengths in a number of areas, but with some deficits noted. (Please provide details of your observation in the assessment section below).

Assessment

To your knowledge, has there ever been any professionalism concerns which might indicate unsuitability?

- ◯ No
- ◯ Yes

Please describe your observation (200 Characters)

Areas for growth: Please describe 1-2 personal characteristics or skill areas that are areas for potential growth and improvement for the applicant.

1000 Characters

SAMPLE