

PERSONAL IN CONFIDENCE

Referee Report

Your report, the evidence you offer and the recommendation you make are essential components to assure the Faculty Accreditation Board of the competence and professionalism of the applicant.

Example question

Please briefly describe the context in which you know the applicant and their work. Please indicate if your relationship with the applicant is as a supervisor/work colleague/other.

Good response (Specialist):

I have known Sue since she joined our team 7 years ago. Sue and I have worked together on various projects (including logbook entry 2 and 5) during this time. I am also familiar with other major projects she has worked on. Sue is an extremely capable researcher, with a good and board mastery of theory and practice in occupational health. She was always able to demonstrate excellent general skills too, such as being able to converse effectively with senior staff up to executive level, as well as leading junior and inexperienced team members on projects and work activities. She is well-rounded, and certainly has a devotion to lifelong learning and professional development.

Be specific about how you know the applicant. Personal reference to work in the application is a great indicator. Give your personal opinion of her skills and ability.

Poor response (Specialist):

I have known Sue as an occupational health adviser at our company. I was her line manager and supported her in her role. I kept in touch with her after she left the company and I remain supportive in her career as well.

Keeping in touch does not necessarily mean you know about her work. Say more than you could have learned from her CV.

Example question

Please explain, with examples, why you believe that the applicant's occupational health knowledge and skills are sufficient for a Practitioner/Specialist Practitioner/Advanced Specialist Member of FOHN.

Good response (Practitioner):

Malia joined our team 2 years ago to support our case management activity, having worked as a Practice Nurse previously. She has completed a short course in attendance management and one in report writing. Malia has implemented the knowledge and skills she has learnt to build rapport with her clients and is capable of managing complex health conditions and provide effective long-term return to work outcomes. Her reports to line managers are detailed and provide information that allows them to manage the health and wellbeing of their staff members.

Good response (Advanced Specialist):

David has an excellent breadth of knowledge across the competency areas having completed such a broad range of projects over the last 4 years. He has a very specific expertise in applying occupational health nursing practice within health risk management, but has also covered a range of fitness for work and wellbeing projects. David has significant breadth and depth of knowledge and an excellent ability to deliver this to protect health and implement practical control measures. I have absolute confidence in his technical capabilities and have no reservations recommending him.

Be specific in your opinion about the applicant's skills, knowledge and competence in occupational health.

Poor response (Practitioner):

Malia provides absence management services through our remote service delivery. The team have been offered a number of short courses with good feedback. She has achieved good scores from our internal audit programme.

Poor response (Advanced Practitioner):

David has worked on some quite complex projects and shown a systematic approach to his work. I am most familiar with a large study he worked on, which I reviewed as part of my work for a client we both share. This was an extremely complex project that required careful planning, execution and delivery and has been well regarded by a very mature occupational health team.

Don't be vague. Give an example of the applicant's input to any project and the skills he/she showed.