

Reference Request Form

(Recommended to be filled by senior staff with whom the doctor has worked)

(Hospital accreditation agencies have requested references to be standardized. We thank you for your co-operation)

I am applying for the hospital privileges at Hong Kong Adventist Hospital – Stubbs Road. The Hospital requires this reference form to be completed together with your reference letter (*optional*) as part of my application process. This constitutes your authority to provide information about my character and professional abilities, favorable or otherwise, directly to the Hong Kong Adventist Hospital – Stubbs Road at the address shown below.

Print / Type Full Name

Signature

Date

BELOW SECTION TO BE COMPLETED BY INDIVIDUAL REFEREE
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I. EMPLOYMENT RECORD

This part to be completed by current / previous employer (if not an employer, please go to Part II)

Name of Employer (HA, Other Hospital): _____

(If not employer, please state relationship, eg. HR department, senior, etc.)

Name of Department (Specialty): _____

Period of Employment: From _____ (dd/mm/yy) To _____ (dd/mm/yy)

Last Position Held: _____

Your personal knowledge of applicant's experience and skill (please list):

Reason for Separation: _____

Would you re-employ the applicant? Yes No

II. PERFORMANCE *(Please tick the appropriate box)*

Assessment is based on: Personal Knowledge Personnel Record Supervisor's Knowledge

Others (Please specify): _____

	Excellent	Good	Average	Below Average	Unable to Rate
Basic Clinical Knowledge					
Professional Judgment					
Clinical Competence and Skill					
Quality of Work Performance					
Job Knowledge					
Personal Integrity					
Team Spirit					
Attendance					

Comments on overall performance on clinical ability and experience in: _____ (Specialty)

Procedure capable to perform:

Signature of Referee: _____ Date: _____

Name & Title of Signatory: _____ Company Chop: _____

Please return to Medical Affairs Office, 4C La Rue Building, 40 Stubbs Road, Hong Kong, or by email to:
medicalaffairs@hkah.org.hk or by fax at 2574 6001.

Thank you for your cooperation.

Revised Sept 2019