

Dear referee

Fellowship

You have been identified by a member of the Royal College of General Practitioners to act as a referee for part of their application to become a fellow. Fellowship is the highest level of membership of the College and is an honour, denoting the esteem in which a member of the College is held by his or her peers.

Applications

An application for fellowship is submitted under one, any or all six achievement categories and you will be asked to be a referee for at least one of the areas demonstrating their successes and contribution to general practice and/or primary care.

- i. Clinical practice
- ii. Patient-centred practice
- iii. Leadership
- iv. Teaching & education
- v. Innovation & creativity
- vi. Academic & research

The candidate has approached you because they consider you to know them best in that area.

Your role

The candidate will provide you with a copy of their personal statement under the achievement category that you will be familiar with them and provide you with a portfolio of supporting evidence along with a referee declaration form. You will be asked to read the statement and review the evidence available to you, then complete the form attesting to the validity of the documentation submitted. You will also be asked to prepare a statement outlining your own experiences of working with the candidate. Whilst the College would hope this task is not onerous your role in the process is an important one so reasonable consideration should be given to your contribution. In some circumstances your statement can make all the difference with an easy and confident recommendation for fellowship.

You may complete the referee declaration form either by hand or electronically. You may return your declaration form to the candidate as it can prove very rewarding for the candidate to read about your thoughts and feelings towards their work. If you would rather, you may return the form to the College directly using the details given on page 2.

To assist our candidates we would appreciate your support in returning the statement and accompanying evidence to them as soon as possible. If you have any questions about completing the form or about what is expected of you please contact the Fellowship Unit on 020 7344 3061 or fellowship@rcgp.org.uk.

Thank you for supporting our member's application.

Yours sincerely

Fellowship Unit
Royal College of General Practitioners