

Guidance for referees

Guidance for those who have been asked to support an application for Membership or Fellowship under the Academy of Medical Educators' Recognition Scheme

Thank you for agreeing to provide a reference on your colleague's eligibility to apply for Membership or Fellowship of the Academy of Medical Educators.

You should be someone who has direct experience of the applicant's educational practice. We do not accept references from relatives, spouses or partners, or those with whom the applicant has financial links that would present a conflict of interest.

Function

The function of the referee is to review the applicant's practice and to support and supplement the information given in the application. You should provide comments on how the applicant meets the application criteria for Membership or Fellowship of the Academy, using your knowledge of his/her work and the context within which the applicant works. If possible, please comment on the applicant's most recent role and responsibilities. Please take time to read your colleague's application before composing your reference. You may also wish to refer to our website at www.medicaleducators.org for more information about us.

Content

Your reference (normally a maximum of 1-2 sides of A4) should primarily refer to the applicant's commitment, experience and achievements in teaching and learning and should refer to his/her research record only insofar as this directly informs his/her teaching. Please provide practical examples to support your comments wherever possible. If you have been involved in peer observation of your colleague's teaching or support of learners, please draw on the evidence this provides. Similarly, please comment on any innovative practice, contribution to developments in teaching and learning at institutional level, or contribution to national initiatives in developing approaches to teaching and learning within the discipline in which the applicant is involved. We recognise that this is a different kind of reference from one that is normally required for promotion or appointment, as we are looking for evidence of commitment, contribution or achievement within teaching and/or supporting learning rather than general academic achievement. We may wish to contact you to clarify points in your reference.

Format

All applications are based on the applicant's evidence of commitment to the core values of medical educators: quality and safety of patient care, professional integrity, respect, and scholarship. Applicants must demonstrate and referees must corroborate these attributes and qualities. Activities of medical educators may be grouped into the following five Domains:

Domain 1 Designing and planning learning

Domain 2 Teaching and facilitating learning

Domain 3 Assessment of learning

Domain 4 Educational research and scholarship

Domain 5 Educational management and leadership



Recognition for Award of Membership

Applicants for Membership are required to demonstrate their commitment to the core values of medical educators. Applicants should outline their commitment to the core values using examples of how they play out in their activities within the five Domains.

NB Applicants who have completed an Academy accredited course need only state the name and contact details of a supporter whom the assessment team can contact in case of any query.

Recognition for Award of Fellowship

Applicants for Fellowship are required to demonstrate their commitment to the core values of medical educators. In addition they must outline EITHER

- a. Their achievements within each of the five Domains (broad route);
- OR
- b. Their substantial achievements in one of the five Domains (specialist route).

Your comments

There is no standard form for references but you may find it helpful to group your comments in the order in which the applicant has prepared his or her application, picking out the points which you feel are the most significant and, where possible, expanding or elaborating on the detail given. Particular examples of the applicant's activity, drawn from your own observation or experience, are particularly valuable. Please ensure that your reference is signed and authenticated and returned to the applicant so that the applicant can upload it to our online application system along with the application. You may wish to use the covering form supplied at Appendix 2. All references must be uploaded via our online application system. We regret that we cannot accept references sent by email.

Conflict of Interest

Networking across the community of medical educators is such that it is likely that those assessing applications will be acquainted with some of the applicants. Acquaintance, friendship and past working relationships are not in themselves barriers to participating in the assessment process, wherein assessors are expected to work to very high standards of professional integrity. However, assessors who have present close personal or working relationships with candidates, are collaborators, competitors, or are aware of other circumstances which could bias their judgements, are expected to take no part in the assessment of that application. In cases of doubt, the Chair of the Professional Standards Committee will advise. Assessors will not assess an application for which they are a referee. Referees who are themselves in the process of applying for Membership/Fellowship will not be accepted as referees. Applicants may not be referees for each other.

Further Information

The Academy of Medical Educators is committed to diversity and inclusion. If you have any queries about the application and assessment processes, or if you require this information in a different format, please contact the Academy of Medical Educators, by emailing: info@medicaleducators.org

Appendix 1 - Professional Standards

Values of Medical Educators

All applicants must complete this section.

Applicants should write a short piece reflecting on the personal values that they hold around medical education. They should address all of the following elements: quality and safety of patient care, professional integrity, respect (including equality of opportunity and diversity, and respect for the public, patients, learners and colleagues), and scholarship. In their narrative, they should give specific examples (which do not need to be extensively described) that illustrate how their values have influenced their practice. If they are unable to provide specific examples (for example, their area of work may not involve direct learner or patient contact) they should nevertheless explain why this is the case and reflect on their commitment to these values within the context of their work as a medical educator.

Applicants for Fellowship must additionally complete at least one of the following sections:

Domain 1 - Design and planning of learning activities

This Domain concerns the expected standards for medical educators in relation to educational design and learning development processes. The key elements to be demonstrated within this Domain relate to: learning and teaching principles, learning needs, learning outcomes, learning and teaching methods and resources, and evaluation of educational interventions.

Domain 2 - Teaching and supporting learners

This Domain concerns the expected standards for medical educators in relation to teaching and facilitating learning. The key elements to be demonstrated within this Domain relate to: delivering teaching, maintaining an effective learning environment, learning and teaching methods and resources, feedback on learning, and participation and reflection.

Domain 3 - Assessment and feedback to learners

This Domain concerns the expected standards for medical educators making and reporting judgements that capture, guide and make decisions about the learning achievement of learners. The key elements to be demonstrated within this Domain relate to: the purpose, content and development of assessment, selecting appropriate assessment methods, and maintaining the quality of assessment.

Domain 4 - Educational research and evidence-based practice

This Domain concerns the expected standards for medical educators in relation to their own personal and professional development. This Domain is underpinned by a commitment to educational scholarship. The key element to be demonstrated within this Domain relates to the theoretical and evidence base of medical education.

Domain 5 – Educational management and leadership

This Domain concerns the expected standards for medical educators in relation to the management, leadership and governance of medical education. These are the key elements to be demonstrated in this Domain.

A full pdf copy of the Professional Standards is available [here](http://www.medicaleducators.org/Professional-Standards) (<http://www.medicaleducators.org/Professional-Standards>). Hard copies may be requested from info@medicaleducators.org

Appendix 2 -Reference in support of an application for Membership/Fellowship

Referees may wish to use the template below for the reference. A Word version can be downloaded from the website [here](#)

Referee's details	
Name:	
Job title:	
Department or institution:	
Organisation:	
Address:	
Postcode:	
Country:	
Email address:	
Telephone no.:	
I attach a reference in support of the application of (name):	
Reference:	
I certify that all information supplied is, to the best of my belief, correct; and that I have no conflict of interest in supplying a reference.	
Signed*:	
Date:	