

# Advanced Critical Care Nursing Program

**SUBJECT: EMPLOYER REFERENCE FORM**

I \_\_\_\_\_

am applying for admission into the Advanced Critical Nursing Program at Brandon Regional Health Centre. I authorize that this reference form be filled out and be mailed directly to:

**ACCN- I.C.U.  
Seema Roberts, Care Team Manager  
Brandon Regional Health Centre – CS1-ER  
150 McTavish Avenue East  
Brandon, MB  
R7A 2B3**

\_\_\_\_\_  
Signature of Applicant

**TO BE FILLED OUT BY EMPLOYER:**

1. How long have you known the applicant? \_\_\_\_\_
2. In what capacity? \_\_\_\_\_
3. How long has the applicant been employed in your institution? \_\_\_\_\_

**PLEASE CIRCLE A NUMBER TO INDICATE HOW THE APPLICANT RATES ON THE FOLLOWING SCALE**

	<b>WEAK</b>		<b>AVERAGE</b>		<b>STRONG</b>	
<b>A. <u>PERSONAL ATTRIBUTES</u></b>						
1. Appearance and Manner						
i. Conforms to established hospital standards	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
ii. Shows poise, tact, maturity and reliability	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
2. Health and Attendance						
i. Promptness	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
ii. Regularity of Attendance	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
iii. General Health	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
3. Relationship With Coworkers						
i. Tactful in handling difficult situations	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
ii. Cooperates with other personnel	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

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iii. Assists in instruction and supervision of auxiliary personnel	1	2	3	4	5	6
iv. Shows respect for other members of the health care team	1	2	3	4	5	6

	WEAK		AVERAGE		STRONG	
4. Attitudes						
i. Accepts and profits from constructive criticism	1	2	3	4	5	6
ii. Is approachable	1	2	3	4	5	6
iii. Understands other members of the team in their role in patient care	1	2	3	4	5	6
iv. Makes efforts towards self-improvement	1	2	3	4	5	6

## B. NURSING PRACTICE

1. Ability to Plan and Organize Work						
i. Uses time effectively	1	2	3	4	5	6
ii. Completes assignments promptly	1	2	3	4	5	6
2. Dealing With Responsibility/Leadership Skills						
i. Accepts added responsibility willingly	1	2	3	4	5	6
ii. Delegates duties according to patient needs and staff capabilities	1	2	3	4	5	6
iii. Is self-directed and demonstrates initiative	1	2	3	4	5	6
3. Application of Nursing Principles						
i. Assesses patients' needs and plans care accordingly	1	2	3	4	5	6
ii. Performs nursing procedures correctly	1	2	3	4	5	6
iii. Is able to evaluate if care given will lead to desired patient outcomes	1	2	3	4	5	6
iv. Uses safe judgment	1	2	3	4	5	6
4. Communication						
i. Recognizes, interprets and reports observations to proper personnel	1	2	3	4	5	6
ii. Charts accurately and promptly	1	2	3	4	5	6
iii. Participates in patient care conferences	1	2	3	4	5	6
5. Continuing Education						
i. Keeps updated on the newest in nursing research	1	2	3	4	5	6
ii. Shares literature review information with other nurses	1	2	3	4	5	6
iii. Attends in services, workshops and conferences	1	2	3	4	5	6

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## EMPLOYER REFERENCE FORM Continued

Potential problems this applicant may have in the Critical Care Program.

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Strengths this applicant has that may assist her/him in the Critical Care Program.

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Would you recommend this applicant for the Critical Care Program? Please comment.

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SIGNATURE \_\_\_\_\_

POSITION/TITLE \_\_\_\_\_

INSTITUTION \_\_\_\_\_

DATE \_\_\_\_\_

**\* NOTE: PLEASE MAIL DIRECTLY TO THE ABOVE ADDRESS. THANK YOU.**