## Writing references

- In Good medical practice, we say the following.
- "You must be honest and objective when writing references, and when appraising or assessing the performance of colleagues, including locums and students. References must include all information relevant to your colleagues' competence, performance and conduct." (Paragraph 41)
  - "You must be honest and trustworthy when writing reports, and when completing or signing forms, reports and other documents. You must make sure that any documents that you write or sign are not false or misleading.
    - a You must take reasonable steps to check the information is correct.

b You must not deliberately leave out relevant information. (Paragraph 71)

In Leadership and management for all doctors we also say the following:

- "You must be honest and objective and keep to the principles of equality and diversity when appraising or assessing colleagues' performance. This includes when assessing trainees during the Annual Review of Competence Progression (ARCP) or other equivalent process. The safety of patients and the public could be put at risk if you make false, exaggerated or incomplete comments about another professional's competence or experience.' (See paragraph 34)
- 2 This explanatory guidance provides more detail about how to follow these principles. It also explains to candidates what they can expect to be included in any references written about them.
- 3 You must be prepared to explain and justify your decisions and actions. Only serious or persistent failure to follow our guidance that poses a risk to patient safety or public trust in doctors will put your registration at risk.
- 4 Prospective employers use references to gather information about a candidate's qualifications and employment history and to help them assess their suitability for the post in question." They also give both employers and candidates

- an opportunity to verify the information supplied in an application. So you should write references in a way that is fair to both the candidate<sup>2</sup> and the prospective employer.
- Employers need to be confident that they can rely on the information in references, particularly when they are employing healthcare professionals. Candidates also need to be confident that references written about them are accurate and reliable. A reference that presents an inaccurate picture of a prospective employee could lead either to an unsuitable candidate being appointed or the most suitable person not being appointed. In some cases this will put patients at risk of serious harm and it may undermine trust in the profession.

# **A Writers Reference With Writing In The Disciplines**

**Roman Wölfel** 

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