

BDI CONSULTANTS · PORTFOLIO PATHWAY

Structured report referee briefing pack

Use this before you submit your Portfolio Pathway application. It is designed to help you choose referees who know your work directly, brief them clearly, and avoid weak structured reports.

1. Referee selection matrix

Score each potential referee before you nominate them. Strong reports come from people who have direct, recent knowledge of your practice and can comment on the specialty outcomes, not just from impressive job titles.

Potential referee	Direct knowledge	Scope covered	Risk check
Current Clinical Director / Medical Director	<input type="checkbox"/> Knows my unit role <input type="checkbox"/> Can comment on governance <input type="checkbox"/> Knows current practice	Service role, governance, senior responsibility, conduct	May need colleague input if not directly observing clinical work
Consultant colleague	<input type="checkbox"/> Worked with me recently <input type="checkbox"/> Observed clinical decisions <input type="checkbox"/> Knows my independence	Clinics, acute work, MDTs, procedures, reporting, leadership	May only cover one setting or subspecialty
Specialist Grade / senior SAS colleague	<input type="checkbox"/> Direct observation <input type="checkbox"/> Equivalent seniority <input type="checkbox"/> Current post knowledge	Day-to-day Consultant-shaped work and departmental contribution	Check your SSG accepts this referee type for your specialty
Non-medical colleague	<input type="checkbox"/> Worked closely in MDT or service role <input type="checkbox"/> Can evidence behaviours	Leadership, communication, teamworking, service development	May not carry weight for clinical skills unless SSG supports it

2. Before you nominate: five checks

- The referee has agreed to act and understands the GMC may contact them after submission.
- You have confirmed their GMC number or professional email address.
- They know which post or posts they are being asked to comment on.
- They can speak from direct observation, not just reputation or second-hand feedback.
- Your full referee group covers current practice, breadth of specialty and senior responsibility.

BDI CONSULTANTS · PORTFOLIO PATHWAY

Referee briefing note and tracker

This page gives you a concise structure for briefing referees without scripting their opinion. The goal is clarity, not coaching.

3. What to send each referee

Item	Why it helps
Current structured CV	Lets the referee check post titles, dates, responsibilities and progression before completing the report.
Relevant SSG link	Shows the specialty outcomes and evidence standard the application will be assessed against.
Post summary	Clarifies which role, dates, hospital and level of responsibility they are being asked to comment on.
Evidence map	Helps them understand the surrounding evidence, without telling them what to write.
Deadline note	The GMC gives referees a short completion window after contacting them, so warn them early.

4. Tracking table

Referee	Role	Covers	Status
Referee 1			<input type="checkbox"/> Asked <input type="checkbox"/> Agreed <input type="checkbox"/> Briefed <input type="checkbox"/> Submitted
Referee 2			<input type="checkbox"/> Asked <input type="checkbox"/> Agreed <input type="checkbox"/> Briefed <input type="checkbox"/> Submitted
Referee 3			<input type="checkbox"/> Asked <input type="checkbox"/> Agreed <input type="checkbox"/> Briefed <input type="checkbox"/> Submitted
Referee 4			<input type="checkbox"/> Asked <input type="checkbox"/> Agreed <input type="checkbox"/> Briefed <input type="checkbox"/> Submitted
Referee 5			<input type="checkbox"/> Asked <input type="checkbox"/> Agreed <input type="checkbox"/> Briefed <input type="checkbox"/> Submitted
Referee 6			<input type="checkbox"/> Asked <input type="checkbox"/> Agreed <input type="checkbox"/> Briefed <input type="checkbox"/> Submitted

5. Email wording you can adapt

Dear [Name],

I am preparing my Portfolio Pathway application for specialist registration in [specialty]. I would be grateful if you would consider acting as one of my referees. The GMC may contact you after submission with a structured report form. I have attached my CV, the relevant SSG link and a short summary of the post I am asking you to comment on. Please only comment on areas where you have direct knowledge of my work.

Thank you, [Name]

Reminder: do not ask referees to copy suggested answers. Give context, dates and evidence mapping. Their judgement must remain their own.