



## **Certificate of Added Competence (CAC)**

### **Enhanced Surgical Skills (ESS)/Obstetrical Surgical Skills (OSS) (credentialing phase)**

#### **Referee Letter Instructions**

---

##### **Instructions**

The receipt of letters from three referees is a mandatory requirement for candidates applying for a Certificate of Added Competence (CAC) from the College of Family Physicians of Canada (CFPC).

While each candidate is required to complete information about their referees as part of their CAC online application, the referees must complete their letters independently and submit them directly to the College. These letters are considered part of the application, which will **not** be reviewed or adjudicated until the College receives all letters.

It is the responsibility of the candidate to ensure letters are completed according to the instructions, submitted by their referees, and subsequently received by the College. CAC staff will not be responsible for contacting candidates or referees to follow up on these letters. It is the responsibility of the candidate to check the progress of the application regularly and contact the referees if the letters are not submitted within 30 days of the application submission date.

Referees must use the standard online template to complete their letters. The link to the online form will be provided during the application process. Letters that do not use the online template or are received in any other way (email, mail, fax) will not be accepted for review.

##### **Referee eligibility**

Potential referees should be well-qualified clinicians with backgrounds in practice, training, education, and/or scholarship and be able to provide a fair and objective opinion of the candidate's practice and continuing professional development (CPD) contributions in the domain of care on which the CAC application is based. Also:



#### **CAC in Enhanced Surgical Skills (ESS)**

- All referees must be physicians who are licensed and in good standing in the same province as the candidate
- All referees must have known the candidate for at least two years in a professional capacity
- At least two of the three referees must be family physicians who are members in good standing of the CFPC and hold either a Certification in the College of Family Physicians of Canada (CCFP) or Member of the College of Family Physicians of Canada (MCFP) Special Designation
- At least one referee must be actively practising and/or teaching in the domain of enhanced surgical skills
- At least one referee must have directly observed the candidate perform a surgical procedure; a physician actively practising and/or teaching in the domain of enhanced surgical skills is preferred
- Referees cannot be paid employees of the CFPC
- Referees cannot be relatives or have a fiduciary relationship with the applicant

#### **CAC in Obstetrical Surgical Skills (OSS)**

- All referees must be physicians who are licensed and in good standing in the same province as the candidate
- All referees must have known the candidate for at least two years in a professional capacity
- At least two of the three referees must be family physicians who are members in good standing of the CFPC and hold either a Certification in the College of Family Physicians of Canada (CCFP) or Member of the College of Family Physicians of Canada (MCFP) Special Designation
- At least one referee must be actively practising and/or teaching in the domain of obstetrical surgical skills
- At least one referee must have directly observed the candidate perform a Cesarean section; a physician actively practising and/or teaching in the domain of obstetrical surgical skills is preferred
- Referees cannot be paid employees of the CFPC
- Referees cannot be relatives or have a fiduciary relationship with the applicant

If the selected referees do not meet some of the eligibility requirements and you would still like to keep them as your referees, please provide an explanation supporting their inclusion in this process.



**Elements that must be included in each letter:**

- A brief statement on the referee's qualifications
- The nature of the professional relationship between the candidate and the referee
- A clearly stated opinion regarding the applicant's competence in the domain of care
- Comments contextualized to the domain of care on which the application is based
- A clear and concrete picture of the impact of the candidate's work on the discipline and the community, citing specific examples of practice and CPD activities that justify their status as a leader; examples could include contributions:
  - As a provider of care in the domain
  - As a teacher or provider (organizer) of CPD activities
  - As an educator, scholar, and/or administrator
  - To national and provincial organizations
  - As a resource to their community
  - That demonstrate a commitment to the principles of family medicine