July 8, 2017

Dear Fellowship Director:

I’m pleased to offer this recommendation for NAME (AAMC ID), who is applying to your SPECIALTY fellowship. NAME is currently STATUS and as his/her Program Director, I am well-positioned to assess his/her qualifications. NAME has waived his/her right to review this letter, which is written according to recently published AAIM guidelines.[[1]](#footnote-1)

**Program Description**

The Yale Traditional Internal Medicine Residency Program, located in New Haven, CT, trains approximately 136 residents annually. We consistently recruit from among the most accomplished medical students entering postgraduate training. Residents rotate at Yale-New Haven Hospital and the West Haven VA, both major referral centers listed among the top hospitals in the US. Trainees spend one-third of their time in ambulatory settings. Inpatient rotations include general medicine and specialty experiences in hematology, oncology, geriatrics, nephrology, cardiology, infectious diseases, and liver diseases. Residents spend approximately six months in ICUs and six months pursuing electives. Special program features include a three-month Research-in-Residency elective, a six-week International Health Elective, and opportunities to earn Distinctions in Education, Global Health and Equity, Investigation, and Quality Improvement. Most trainees participate in residency governance, program evaluation, recruitment, and/or one or more special interest groups. We aim to provide trainees with the skills and opportunities needed to become leaders in academic medicine. Approximately 80% of our graduates enter fellowships and most of the others secure academic positions in hospital or general internal medicine.

**Clinical Competency**

* **Patient Care:** NAME has engaged in/become independent in/mastered the clinical skills expected of a resident at his/her level of training. This faculty comment is representative: ADD QUOTES
* **Medical Knowledge:** NAME is achieving competence/has achieved competence/excels in medical knowledge in all content areas, including SPECIALTY.
* **Interpersonal and Communication Skills:**
  + **Communication:** NAME is becoming proficient/is proficient/excels in communication with team members, patients, and family members.
  + **Written Documentation:** NAME is achieving/has achieved independence in/mastered the ability to communicate clearly in progress notes, histories, and discharge summaries.
  + **Teaching Activities:** NAME ADD CONTENT
* **Systems-Based Practice:** NAME is achieving competence/has achieved competence/excels in team leadership skills, interdisciplinary team interactions, and transitions of care.
* **Practice Based Learning and Improvement:** As we expect of all residents, NAME is becoming independent in/has become independent in/has mastered the ability to respond to feedback and self-assess to enhance his/her performance.
* **Professionalism:** NAME usually/always completes chart documentation in a timely manner, arrives at meetings and conferences on time, and promptly responds to calls from teammates and patients.

**Scholarly Contributions:** NAME ADD CONTENT RELATED TO RESEARCH, PUBLICATIONS

**Extracurricular Contributions:** NAME ADD CONTENT RELATED TO COMMITTEE MEMBERSHIP, INTEREST GROUP PARTICIPATION, AND OTHER EXAMPLES OF CITIZENSHIP

**Special Skills:** NAME ADD CONTENT RELATED TO SKILLS ACQUIRED PRIOR TO OR DURING RESIDENCY

**Special Recognitions:** NAME ADD CONTENT RELATED TO AWARDS AND RELATED RECOGNITION OF ACCOMPLISHMENTS AND CONTRIBUTIONS

**Performance-related Concerns:** None or PROVIDE INFORMATION ON PERFORMANCE-RELATED CONCERNS SUCH AS REMEDIATION, PROBATION

**Suitability as a Candidate for Fellowship Training:[[2]](#footnote-2)** NAME is an exceptional/outstanding/excellent/good candidate for training in SPECIALTY.

In summary, NAME’s performance at Yale has been adjective. On a personal note, he/she is ADJECTIVES DESCRIBING PERSONAL CHARACTERISTICS. I’d be pleased/thrilled/ecstatic if he/she were to remain at Yale for fellowship but have no doubt he/she will make adjective contributions to the program fortunate enough to recruit him/her. He/she has adjective potential to succeed in academic medicine and richly deserves my adjective recommendation.

Sincerely,



Mark D. Siegel, MD

1. Alweis R, Collichio F, Milne CK, et al. Guidelines for a Standardized Fellowship Letter of Recommendation. *Am J Med* 2017; 130:606-611 [↑](#footnote-ref-1)
2. Candidates are denoted as “exceptional,” “outstanding,” “excellent,” or “good,” based on their clinical performance, scholarship, and extracurricular contributions:

   **Exceptional:** Superb clinical performance plus extraordinary scholarly/extracurricular contributions.

   **Outstanding:** Superb clinical performance plus significant scholarly/extracurricular contributions.

   **Excellent:** Proficient clinical performance plus significant scholarly/extracurricular contributions.

   **Good:** Proficient clinical performance without significant scholarly/extracurricular contributions. [↑](#footnote-ref-2)