July 8, 2018

Dear Fellowship Director:

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

**Program Description**

The Yale Traditional Internal Medicine Residency Program, located in New Haven, CT, trains approximately 138 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 Campus of the VA Connecticut Healthcare System, 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 & Equity, Investigation, and Quality Improvement & Physician Leadership. Most trainees participate in residency governance, program evaluation, recruitment, and/or one or more special interest groups and committees. 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 outpatient general internal medicine.

**Clinical Competency**

* **Patient Care:** NAME has mastered the clinical skills expected of a resident at her level of training. These faculty and peer comments are representative: ADD QUOTE
* **Medical Knowledge:** NAME has achieved competence/excels in medical knowledge in all content areas. (If possible provide information about knowledge in specialty area)
* **Interpersonal and Communication Skills:**
  + **Communication:** NAME is proficient/excels in communication with team members, patients, and family members.
  + **Written Documentation:** NAME 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 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 has become independent in/mastered the ability to respond to feedback and self-assess to enhance 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

**Extracurricular Contributions:** NAME

**Special Skills:** NAME

**Special Recognitions:** NAME

**Performance-related Concerns:** None

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

In summary, NAME’s performance at Yale has been adjective. On a personal note, she is add text. I’d be thrilled if she were to remain at Yale for fellowship but have no doubt she will make adjective contributions to the program fortunate enough to recruit her. 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 *or*

   Superb clinical performance without significant scholarly/extracurricular contributions.

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