

## Guidelines for Program Director LOR for Fellowship Applicants

Not to exceed two pages, the program director letter of recommendation (LOR) should be **completed by July 1** to maximize availability to fellowship program directors. Visit [www.im.org/fellowLOR](http://www.im.org/fellowLOR)

### I. Paragraph describing your program

- Location of program, number of trainees, and number of hospitals used for rotations
- Unique features of the program
- Types of required inpatient and outpatient rotations, including number of critical care rotations and number of elective months
- Percentage of residents that pursue fellowship training

### II. Resident's achievement in all six core competencies

#### Patient Care

Resident's cognitive input into management decisions and effectiveness of interaction in and with consultation teams, as demonstrated by:

- Whether applicant has engaged in/become independent in/mastered clinical management.
- Provide a representative example/faculty comment, if possible

#### Medical Knowledge

As assessed by supervisors, rather than IM-ITE scores, including:

Whether applicant is achieving/has achieved/or excels in medical knowledge in all or specific aspects of internal medicine, with particular note made of the chosen subspecialty

The In-training Examination is protected data limited to learner assessment and program evaluation and items unrelated to residency that are accessible in other documents, such as USMLE scores, should not be included.

#### Interpersonal and Communication Skills

Effectiveness of communication with team members and patients, timeliness of written documentation, and quality of teaching junior residents and students, supported by:

- a. Whether applicant is achieving/has achieved/or excels in communication with team members, patients and their families providing a representative example, if possible.
- b. Examples to demonstrate whether applicant is learning/has achieved independence/has mastered the ability to communicate clearly in progress notes, histories and discharge summaries
- c. Examples of assessments of their teaching activities

#### Systems-Based Practice

Team leadership skills, interdisciplinary team interactions, and management of transitions of care, is achieving/has achieved/or excels in to include one or more of the following:

- a. Success of applicant in building team relationships
- b. Examples of recognition of system errors and identification of need for system improvements
- c. Identification of forces that impact the cost of health care and mitigation strategies
- d. Examples of efficient transitioning of patients across health care delivery systems

### **Practice-Based Learning and Improvement**

Willingness to accept and act upon feedback from physicians and other team members, such as:

- Analysis of individual performance data and demonstration of self-improvements
- Demonstration that applicant is learning/is independent in/has mastery in the skill of assessing data at point of care, including examples

### **Professionalism**

Peer and staff interactions, completion of required tasks within expected time-frame, including:

- Usually/always completes chart documentation in timely manner
- Shows up for meetings and conferences on time
- c. Promptly responds to calls from teammates and patients

### **III. Describe scholarly contributions during and prior to residency training, highlighting**

- Involvement of resident in formulation of questions regarding quality improvement, patient safety, education or clinical research
- Types of scholarly activities (such as oral abstract presentations, peer-reviewed publications)

**IV.** Details that provide deeper insight and clarity about **personal characteristics** of the resident, such as level of engagement in assigned activities and degree of initiative, should be included

**V.** If applicable describe **skills the resident has sought to master** that are beyond the residency requirements, such as exemplary teaching

**VI.** If applicable, describe any **performance-related extensions in training**, curtailment of clinical privileges, or formal probation

**VII.** Provide an **overall assessment** of the resident's suitability as a candidate for fellowship training in the subspecialty of choice

Please contact [academicaffairs@im.org](mailto:academicaffairs@im.org) or (703) 341-4540 with questions or comments.