

February 8, XXXX

SAMPLE LETTER #2

Dear Dr. ***:

I am pleased to write in support of Dr. ***'s nomination for Distinguished Fellowship in the American Psychiatric Association. I have known Dr. *** since he was a medical student in the early 19**'s. At that time, he came from *** to do an elective with me while I was doing consultation in the general hospital. I was Chief of the Consultation –Liaison Service. *** was an eager, effective and bright student, and this has continued throughout his career. Let me comment on selected aspects of the Distinguished Fellowship guidelines, particularly items 6, 7, and 8.

Clinical Contributions. Dr. *** has had an important role within the University Department of Psychiatry as a clinician. He has been appointed in the Clinical Faculty Series and has been full-time with the department since completing his residency. He has primarily had responsibility for being the chief psychiatrist in the ***jail system on a contract from the county to the University. He has worked diligently with this very difficult population and has provided outstanding clinical care. I have had experiences in personally reviewing clinical programs when I was Chair of the Department of Psychiatry. Also, as a Distinguished Fellow faculty member, I covered for *** when he was away on other absences. It was during this opportunity that I personally followed some of the patients that he had evaluated and was caring for, and was always pleased with the quality of his work and the thoughtfulness of his relationship with these patients. In addition, he has served as an attending faculty member on the inpatient psychiatric program at the University hospital and a participant in the Consultation-Liaison Service and Psychiatric Emergency Services. In each of these settings, he has shown solid psychiatric judgement with particular strengths in diagnosis and formulation of a treatment approach. The breadth of his skills is demonstrated both in the Emergency Room and Consultation-Liaison Service, where his strengths in general medicine are evident.

In addition to his University clinical responsibilities, he carried out a small private practice in general psychiatry for about ten years in the late 19**'s and 19**'s. I had occasion to refer patients to him, and again was always pleased with the quality of his clinical work with complex patients.

Administrative Contributions. This is ***'s strength, and it stands out even above his excellent clinical and teaching work. *** has been the leader for the jail psychiatric program since its inception in the late 19**'s. He has been able to work effectively with a complex administrative structure involving the jail leadership, the sheriff's department, and county mental health administration. In addition he has held together an outstanding nursing staff that has been very stable through these years in spite of the fact that they work in a less-than-exciting environment.

In addition, he has been an effective leader within the Department of Psychiatry, lending his strong organizational and management skills to a variety of educational and administrative problems. In recent years, I have turned to him in my role as Medical Director to chair important Medical Staff and hospital committees, most important of which is the Medical Records Committee, as well as his participation on the Quality Improvement Committee. He is well regarded by hospital administration and the Nursing Director for the University hospital. He is also respected by the members of the Medical Staff for his administrative and management capabilities.

Teaching Contributions. *** is an outstanding supervisor. I have worked with him on Consultation-Liaison and the Inpatient Adult Psychiatry Unit. He is patient, articulate and focused. His reasoning and assessment of both the trainee and patient is accurate and makes for a sensible solid education experience. I have heard him in large lectures, and he is effective and well organized, if not inspiring. He is perhaps one of our best faculty at one-to-one teaching, particularly at the bedside in a live clinical environment. The jail service has become popular to residents and medical students because of his skill both in organization and in teaching. He brings a great deal of commitment with his organizational ability, a combination which is outstanding.

As to the other issues that are parts of the evaluation for Distinguished Fellowship, I believe those are adequately covered with other documents and references.

In summary, *** has been an outstanding and effective full-time clinical faculty member in the Department of Psychiatry for over a decade. He has shown exceptional ability as an administrator, an organizer of complex and sensitive programs, and has delivered an outstanding clinical service and educational programs in context of that. His administration has extended outside the Department of Psychiatry to the broader university setting, and thus he is well respected by colleagues in other departments for both his administrative and clinical skills. I am fully in support of his advancement to Distinguished Fellowship.

Sincerely,
