



Clinical Recognition Program Letters of support

Advice for the applicant

The letter of support allows the review board an opportunity to hear from clinicians you work closely with, their assessment of your practice in the three themes. It can enhance your portfolio by giving more clinical examples of your practice, and the impact you have on colleagues, patients and your unit, department or institution. The examples cited in the letters are often discussed during your interview with members of the board.

Below are some best practices regarding asking for and evaluating a letter of support.

- Ask a person who you work closely with and who knows your clinical practice to write a letter
- Staffs who work off shift, who may not work closely with other disciplines, may wonder whom they can ask for a letter of support outside their discipline. It is again important to reflect back on the clinical experiences that came to your mind as you made the decision to seek recognition. As you were caring for that complex patient, who were the members of the team you worked with, those who relied on your skill and knowledge? Think of the clinicians whom you may not see but whom you communicate with them through email or voice mail. They could talk about your ability to clearly articulate the needs of the patient and the direction you give in directing their work with patients and families.
- Take the time to explain the program and the level of practice you are applying for and why you are asking this person to write the letter. Discuss past patients you have both cared for, projects or programs you have worked on together. These examples can assist them in understanding the level and how specific the letter should be
- Give them a copy of your narrative or resume. They may not be fully aware of your accomplishments or practice and these documents may enhance their understanding of your work
- Give the writer a deadline. If they cannot meet that date decide whether to wait for the letter or ask someone else for a letter
- If the letter you receive does not describe your practice as well as you would like, ask if the writer could elaborate further- the writer wants to submit the best letter possible for you and they appreciate the feedback
- Ask for more letters than you will need. This gives you options in case one letter does not fully reflect an aspect of your practice
- The letter must be dated within six months of the time of the submission of the portfolio