Copyright © by The Journal of Bone and Joint Surgery, Incorporated Samade et al. Use of Standardized Letters of Recommendation for Orthopaedic Surgery Residency Applications. A Single-Institution Retrospective Review  $\begin{array}{c} \text{http://dx.doi.org/10.2106/JBJS.19.00130} \\ \text{Page } \#1 \end{array}$ 

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## **APPENDIX: Sample Standardized Letter of Recommendation**



THE AMERICAN ORTHOPAEDIC ASSOCIATION
Council of Orthopaedic Residency Directors
Standardized Letter of Recommendation Form

Applicant's Name:	ERAS Letter ID:				
Reference Provided By:					
Present Position:		Professorial Rank (if applicable):			
Institution/Group Practice Name:					
Specialty:					
Email:		Telephone Number:			
BACKGROUND INFORMATION					
1. Length of clinical or professional contact with applicant:					
		1-2 years			
1 month	6-12 months	2+ years			
2. Nature of contact with applicant: (Check all that apply)					
☐ Extended direct clinical contact (> 2	☐ Know indirectly	y through	others/evaluat	ions	
☐ Limited direct clinical contact (< 20 hrs/week)		Committee prepared letter of recommendation			
☐ Direct research contact	Other (Please describe):				
QUALIFICATIONS FOR ORTHOPAEDIC SURGERY Compared to other orthopaedic applicants, rank this student by placing an "X" in the appropriate percentile category. *The ranking is listed from lowest to highest. * (For example, a student ranked in the 100th percentile is the most highly qualified.)  1. Patient Care — Ability to develop and justify an appropriate differential diagnosis and a cohesive treatment plan.					
10 <sup>th</sup> 20 <sup>th</sup> 30 <sup>th</sup> 40 <sup>th</sup> 50 <sup>th</sup> 60 <sup>th</sup> 70 <sup>th</sup> 80 <sup>th</sup> 90 <sup>th</sup> 100 <sup>th</sup> Cannot assess  2. Medical Knowledge – Level of general and orthopaedic-specific medical knowledge.					
10 <sup>th</sup> 20 <sup>th</sup> 30 <sup>th</sup> 40 <sup>th</sup>	50 <sup>th</sup> 60 <sup>th</sup>	70 <sup>th</sup> 80 <sup>th</sup>	90 <sup>th</sup>	100 <sup>th</sup>	Cannotassess
<ol> <li>Interpersonal and Communication Skills – Ability to interact effectively with others on the health care team and communicate in an effective and caring manner with patients and their families.</li> </ol>					
10 <sup>th</sup> 20 <sup>th</sup> 30 <sup>th</sup> 40 <sup>th</sup>	50 <sup>th</sup> 60 <sup>th</sup>	70 <sup>th</sup> 80 <sup>th</sup>	90 <sup>th</sup>	100 <sup>th</sup>	Cannotassess
4. Procedural Skills – Ability to perform surgical tasks in a competent manner.					
10 <sup>th</sup> 20 <sup>th</sup> 30 <sup>th</sup> 40 <sup>th</sup>	50 <sup>th</sup> 60 <sup>th</sup>	70 <sup>th</sup> 80 <sup>th</sup>	90 <sup>th</sup>	100 <sup>th</sup>	Cannotassess

INSTITUTION RETROSPECTIVE REVIEW http://dx.doi.org/10.2106/JBJS.19.00130 Page #2 Applicant's Name: ERAS Letter ID: 5. Research - Ability to identify a question and to formulate and execute a cogent research plan. Cannot assess GLOBAL ASSESSMENT 1. Ability to Work Within a Team - Ability to understand how their role contributes to the common goals of the entire care team. Cannot assess 2. Professionalism - Quality of work ethic, altruism, professional demeanor, and willingness to assume responsibility. 100<sup>th</sup> Cannot assess 3. Initiative and Drive - Ability to stay oriented to a goal and see tasks to completion. Cannot assess 4. Commitment to Orthopaedic Surgery - Thoughtfulness in choosing his or her career path compared to other medical students you know. 20% 30% 40% 50% 70% 100% Cannot assess SUMMATIVE STATEMENT Ideally, where do you think that this applicant will be placed on your final rank list? If you are not involved in a formal ranking process, where would you like to see this applicant ranked? Ranked to High rank Middle rank Low rank Not a fit with guarantee a match (upper 1/3) (middle 1/3) (lower 1/3) our program PERSONAL COMMENTS (Attach additional pages as necessary)

Date:

USE OF STANDARDIZED LETTERS OF RECOMMENDATION FOR ORTHOPAEDIC SURGERY RESIDENCY APPLICATIONS. A SINGLE-

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SAMADE ET AL.

Signature:

☐ The applicant has waived his or her right to see this letter.