

# Letters of Support

## Guidelines for Writing a Letter of Support

**Applicant: Please give a copy of this sheet to each applicant who will be writing a letter of supporting your application.**

You have been asked to write a letter of support for an applicant to the MGH Clinical Recognition Program. This program is designed to recognize clinicians for advanced levels of clinical practice and is intended to reward clinicians for excellence in the care of patients and for their ability to work collaboratively with others. Your letter is important and will be reviewed as part of the applicant's portfolio.

## The following guidelines are suggested as you formulate your letter:

- Understand the criteria for the level of practice the clinician is applying for. The applicant can provide you a copy of the criteria.
- Describe your relationship with the applicant including how long you have known the person and in what capacity you have worked with him/her.
- Comment on any or all of the following themes for practice: clinician-patient relationship; clinical knowledge and decision making; teamwork and collaboration and movement (for physical therapy and occupational therapy only).
- It is helpful to use examples whenever possible rather than using broad statements - e.g. "an excellent clinician"
- Please type your letter and return it to the applicant.