



# McGill

Hôpital de Montréal  
pour enfants  
Centre universitaire  
de santé McGill



Montreal Children's  
Hospital  
McGill University  
Health Centre

DEPARTMENT OF PEDIATRICS, FACULTY OF MEDICINE, MCGILL UNIVERSITY  
L'HÔPITAL DE MONTREAL POUR ENFANTS · THE MONTREAL CHILDREN'S HOSPITAL  
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[www.mcgill.ca/peds/education-training/pgme/funding](http://www.mcgill.ca/peds/education-training/pgme/funding)

## Application to Training at McGill University, Department of Pediatrics Reference Letter - Instructions

Dear Referee,

To ensure that the applicant can be adequately evaluated, please include the following information in your reference letter:

- A confidentiality statement indicating that the applicant has not seen and will not receive a copy of the letter
- The date the letter was written
- In what capacity you have known the applicant
- The timing and duration of your contact with the applicant
- Please comment on and, if possible, provide one example for each of the following elements related to the applicant:
  - Medical knowledge and clinical judgement
  - Research abilities and commitment to research and/or scholarly projects
  - Problem solving and patient management skills
  - Communication skills
  - Response to feedback
  - Working relationships and how the applicant worked in a team
  - Professionalism (i.e. motivation, punctuality, sense of responsibility) as related to clinical duties and research projects
  - Specific qualities and unique contributions

If you are unable to comment on a specific component of an applicant's performance in any of the above categories, please indicate that you have not observed or do not have knowledge of that specific element.

Please email your reference letter in a **pdf format** to [pgadm.med@mcgill.ca](mailto:pgadm.med@mcgill.ca) indicating the name of the applicant to whom the letter refers.

*Selection Committees  
Alan Ross Academic Bursary Award / Clinical Bursary Award  
Department of Pediatrics, Faculty of Medicine*