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Hôpital de Montréal
pour enfants
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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

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.

For non-CaRMS applicants, please email your reference letter in a **pdf format** to pgmedoc@mcgill.ca indicating the name of the applicant to whom the letter refers.

For non-Ministry of Health funded CaRMS applicants, please upload your reference letter through CaRMS.

Selection Committees

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