

SAMPLE-In-Depth Review Summary Letter

The In-Depth Review (IDR) should be a collaborative conversation where both Medical Staff Member and Medical Leaders consider strengths, opportunities for improvement, and Medical Leaders’ expectations. The intent of the letter is to summarize the IDR conversation and should contain no surprises. The sample below provides some ideas for the IDR summary letter. There is no correct format and the Medical Leaders are encouraged to develop a format and content outline most useful to the clinical service provided and befitting his leadership and communication style.

(Please feel free to copy and paste the outline to the agency letterhead)

[Date]
[Medical Staff Member Name]
[Department / Program]
[Address]

Dear [Medical Staff Member]:
RE: In-Depth Review [YEAR]

The PHSa Medical Staff Rules (Rule 2.3.2 and 5.3) provide for Medical Staff Member to receive regular feedback for practice improvement and establish the responsibilities of Medical Leaders to lead the evaluation process for each Medical Staff Member. This letter summarizes our discussion on [Date] of the following topics:

- Clinical skills/performance: [summary, if applicable]
- Clinical documentation: [summary, if applicable]
- Interpersonal relationships (with colleagues, referring physicians, residents and staff): [summary, if applicable]
- Research/teaching/scholarship achievements: [summary, if applicable]
- Administrative performance/special contributions: [summary, if applicable]

Summarizing the review, [key strength and talents] are identified, as well as [opportunities for improvement]. We have also recognized [progress towards previous development goals]. [New practice development goals] are agreed upon.

I am making the [recommendation] to the next Medical Advisory Meeting. If I have failed to mention or consider accurately any of your activities or have misrepresented our conversations, please feel free to respond, in writing, within the next ten days.

Sincerely,

[Medical Leader Name]
[Department] Department Head

Cc: [Medical Staff Member Name] personnel file