



ASSOCIATION OF PROFESSORS OF DERMATOLOGY

Consultation Letter Milestones Tool

Scenario: _____ Resident Name: _____ Date: _____

- Real Consultation Letter Assigned Consultation Letter

I. Structure

V.1

- A. Date of letter is prompt relative to consultation request
 Competently Performed Not Yet Competent

IV.4

- B. Clearly identifies patient and reason for consultation
 Competently Performed Not Yet Competent

IV.4

- C. Describes extent of physical examination
 Competently Performed Not Yet Competent

IV.4

- D. Describes pertinent findings
 Competently Performed Not Yet Competent

IV.4

- E. Thanks for requesting provider for consult
 Competently Performed Not Yet Competent

IV.4

- F. Provides contact information for questions or concerns
 Competently Performed Not Yet Competent

- G. Spelling and grammar are correct
 Competently Performed Not Yet Competent

II. Content

IV.4c

- A. Tone is respectful and professional
 Competently Performed Not Yet Competent

IV.4

- B. Letter avoids dermatology jargon and abbreviations
 Competently Performed Not Yet Competent

IV.4

- C. Communicates follow up plan and respective roles in follow up care
 Competently Performed Not Yet Competent

IV.4b

- D. Diagnosis, plan, and follow up are appropriate
 Competently Performed Not Yet Competent

IV.4

- E. Thorough but efficient letter
 Competently Performed Not Yet Competent

IV.5

- F. Uses format sensitive to Medico-Legal concerns
 Competently Performed Not Yet Competent

- G. Identifies other secondary issues addressed during consult, when appropriate
 Competently Performed Not Yet Competent

COMMENTS:

Discussed performance with resident to improve future practice

- Yes No

Reviewed by: _____

Date: _____