



ASSOCIATION OF PROFESSORS OF DERMATOLOGY

Patient Letter Milestones Tool

Scenario: _____ Resident Name: _____ Date: _____

- Real Patient Assigned Mock Scenario

I. Structure

- V.1 A. Dated appropriately and timely relative to reporting of results
 Competently Performed Not Yet Competent

- B. Formal greeting
 Competently Performed Not Yet Competent

- IV.1 C. Explains purpose of letter in first paragraph
 Competently Performed Not Yet Competent

- IV.1 D. Contains a paragraph explaining diagnosis and plan
 Competently Performed Not Yet Competent

- E. Contains a closing paragraph with clear follow up plan and contact information
 Competently Performed Not Yet Competent

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

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

II. Content

- IV.1 A. Written in easily understandable language avoiding technical jargon
 Competently Performed Not Yet Competent

- B. Expresses sense of doctor-patient team
 Competently Performed Not Yet Competent

- IV.1 C. Provides clear description of treatment plan, alternatives, risks and benefits
 Competently Performed Not Yet Competent

- IV.1 D. Identifies a special communication needs in vulnerable populations and honors socio-cultural practices as applicable
 Competently Performed Not Yet Competent

- IV.1 E. Adapts communication style and plan to social and cultural context
 Competently Performed Not Yet Competent

- III.1c F. Expresses understanding of stressful or difficult diagnoses and/or treatment
 Competently Performed Not Yet Competent

IV.2

COMMENTS:

Discussed performance with resident to improve future practice

- Yes No

Reviewed by: _____ Date: _____