

**UBC CAP Subspecialty Program
Applications
Letter of Reference Guide**

Dear sir/madam,

Thank you for agreeing to write a reference letter for entry into the UBC Child and Adolescent Psychiatry (CAP) Subspecialty Program. Reference letters are a very important part of the selections process and are reviewed in detail. This letter is to assist you in the process.

CAP reference letters must be submitted by September 11th. The letter can be emailed to the Program Director at achapman@cw.bc.ca and cc to the Program Manager at shilpa.samji@ubc.ca. The letter of reference should not be read by the resident and should include the statement “(Resident Name) has not and will not see the final contents of this letter.” Your letter of reference will be confidential and will be reviewed only by the CAP Selections Committee.

Prior to composing the letter you may want to ask the resident for a curriculum vitae or have a brief discussion with her/him in order to comment on both clinical and character skills as well as experiences and achievements. You are encouraged to include collegial impressions in addition to your own.

The content is similar to reference letters for entry to medical schools and postgraduate training programs. It should include information pertinent to CanMEDS competencies as well as personal content. CanMEDS competencies include the areas:

1. Medical Expert
2. Communicator
3. Collaborator
4. Leader
5. Health Advocate
6. Scholar
7. Professional

Specifically the UBC CAP Program would like to know about the resident’s:

- clinical skills including patient assessment and management skills,
- specific areas of interest and skills in research, teaching, advocacy, manager roles
- personal achievements and diversity of experiences
- psychological mindedness and self-appraisal skills
- attitude and behaviour
- interpersonal skills and ability to work in teams
- communication skills

- sense of responsibility and motivation
- adaptability and open-mindedness

The UBC CAP Program thanks you in advance for taking the time and effort for this very important part of our selection process.

Sincerely,

Dr. Andrea Chapman
Program Director, UBC CAP Subspecialty Program