

Letter of Recommendation and Letter of Commitment Guidance Document

Letters of Recommendation

Letters of recommendation are a required portion of most key personnel change applications per the OPTN bylaws.

If you are being asked to provide a letter of recommendation these are the roles that you may currently hold, or have held in the past:

- Primary Surgeon
- Primary Physician
- Fellowship Program Director
- Program Director

Letters of recommendation should include:

- Your institution's letterhead
- Date
- Your signature, including titles currently held or past title that the letter is meant to satisfy (listed above)
- The role that the proposed primary is applying for (ex: primary pediatric kidney surgeon)
- Information outlining the (surgeon/physician)'s:
 - Proposed overall qualifications
 - Personal integrity, honesty, and familiarity with and experience in adhering to OPTN obligations
 - Meeting of all OPTN Bylaw requirements
 - Any other matters judged appropriate

Feel free to personalize the letter! Show that you have a professional relationship with the proposed and demonstrate that you highly recommend this individual for the primary role.

Board Exception Letters:

If a proposed primary is ineligible for American board certification, they are able to provide a plan for continuing medical education as well as **two** letters of recommendation from directors of designated transplant programs not employed by the applying hospital. These letters must meet all the criteria listed above, in addition to details about:

- Why an exception is reasonable.
- The surgeon or physician's overall qualifications to act as a primary.
- The surgeon or physician's personal integrity, honesty, and familiarity with and experience in adhering to OPTN obligations and compliance protocols.
- Any other matters judged appropriate.

Letter of Commitment

A letter from the surgeon/physician that details his or her training and experience in the organ-specific transplant field and commitment to the role.

Still have questions?

If you should have any further questions or concerns regarding these letters, please contact Membership by emailing membershiprequests@unos.org, or call 833-577-9469.