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.

Updated 05/17/2022
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.