

QUEENS COLLEGE
HEALTH PROFESSIONS ADVISORY SERVICES
SCIENCE BUILDING, ROOM B338
(718) 997-3470



Committee Letter Guidelines - Physician

The HPAS Office will write a *Committee Letter* in support of your application to medical school, when you have submitted the Three Part Personal Information paper to the HPAS Office 4pm first Thursday, March year applying.

The suggested faculty and mentor Evaluation Letters must be in your file before June 1.

Two of the required science letters, (discussed with you and your advisor) in your file by November 1 before year you are applying.

The HPAS Office must have a copy of the completed medical school application on file before the *Committee Letter* can be written and submitted to the medical school before September 1.

PLEASE NOTE:

- The Autobiography is required 4pm first Thursday March year applying if a *Committee Letter* is to be written.
- The *Committee Letter* is usually written after June 1 and before September 6.
- The three sections - Autobiography/Personal Perspective/Medical Ethics should comply with the guidelines as outlined on page 2.
- When you have submitted the 3 Sections to the HPAS Office before March 05, a meeting will be scheduled for you and your advisor so that the *Committee Letter* writing can be discussed.

GUIDELINES FOR THE THREE SECTIONS

- Your writing will include three main sections, which are described on page 2.
- The entire writing must comprise *more than 6 pages - less than 10 pages*.
- Writing should be double space, left and right margins of 1 inch, and **number the pages**.
- Utilize correct English grammar and spelling.
- Place on page one of your paper the information below:

Name (last, first) _____ Student ID Number _____

Phone(s) _____

Email Address _____

CONTENTS OF THE THREE SECTIONS

A. AUTOBIOGRAPHY- 2 Pages

Help the advisor get to know you by including in your writing information on parents, siblings, friends, and mentors. Discuss why you want to be a physician. Write about your hobbies, talents, and activities as each relates to you studying medicine. Mention family members who have been supportive. Mention friends who are always encouraging. Talk about places you have travelled and your understanding of the world. Write about how you know medicine is the right career choice for you.

B. PERSONAL PERSPECTIVE – 2 Pages

Keep a personal journal for at least three weeks. At the end of each day, quietly reflect upon the following three questions: *What surprised me today? What moved me, or touched me, today? What inspired me today?* Ask the questions one at a time and move backward through your day to find the answer to the question you are asking. When you find the answer, write it down. Then go on to the next question. Repeat this each day for as long as you keep the journal. – Summarize the 21 days.

In at least **one full page**, describe your response to this exercise (summarize the 21 days) and discuss what you have discovered or learned by doing it.

C. BIOMEDICAL ETHICS – 5 Pages include Bibliography and/or reference, citation

- Please select an article or case study from one of the following publications: *New England Journal of Medicine (NEJM)* or the *Journal of the American Medical Association (JAMA)*. The article should explore the medical ethics issue on one of the following topics:
 - (a) **Prescription Marijuana** (b) **Patient Request for Genetic Testing** (c) **Patient Prescription Requests and Opioid Addiction** (d) **Religious Conflict with Medical Care** (e) **Cultural Competency and Patient care.**
- When you have selected the topic and the article from the NEJM or JAMA, do the following
 - Please read the article.
 - Based on the reading, formulate an opinion
 - Write a summary of the article and write your opinion
 - Review other articles that agree and disagree with your opinion.
 - Write an opinion and cite academic sources which agree or disagree with your opinion.
- **In your writing summarize the article, identify the medical ethics issues; define medical ethics, and discuss the role of the physician and medical ethics when providing patient care.**
- List **at least four** relevant references or citations so as to become more familiar with both the topic and the ethical issue(s) involved. Include summaries of each reference article.
- **Be prepared to discuss the article and your references in detail during your meeting with your advisor.**

Attach all the articles you identified for the Medical Ethics discussion.