

Notes/Letters – Grading Rubric

Student Name: _____ Date Submitted: _____

Evaluator Name: _____ Date Returned: _____

Score: 1 2 3

Letter Indication: _____

New patient letter Follow up patient letter

Rubric Component	Under-developed	Developing/ Initially Proficient	Emerging Mastery
Summarizes the case indication and presentation	Does not include information on patient's presentation, indication, or referring physician.	Includes incomplete or unclear information on patient's presentation, indication, and/or referring physician.	Includes clear and complete information on patient's presentation, indication, and referring physician.
Summarizes personal, pregnancy, and family medical history	Does not include a summary of relevant personal, pregnancy, or family medical history.	Includes an incomplete or unclear summary of relevant personal, pregnancy, or family medical history.	Includes a clear and complete summary of relevant personal, pregnancy, and family medical history. This includes documentation of noncontributory information and ability to highlight relevance of histories.
Provides natural history	Does not include information on important clinical features, natural history, or clinical diagnostic criteria for the condition.	Provides facts of clinical features, natural history, and/or clinical diagnostic criteria, but does not clearly use critical thinking to also reflect how these apply to the patient/family.	Provides a well-developed overview of the clinical features, natural history, and clinical diagnostic criteria, complete with clear information on application to patient/family.
Summarizes topics reviewed (genetics, inheritance pattern, testing)	Missing a summary of important topics that were reviewed in the patient session.	Provides a surface level, incomplete, or confusing summary of topics that were reviewed in the patient session.	Provides a clear and complete summary of topics that were reviewed in the patient session. These are written in a way to both document discussions and to educate readers.
Provides Risk Assessment, Conclusions, Management, and Plan	Does not provide a summary of risk assessment, conclusions, management recommendations, and plan for this patient/family.	Provides an incomplete or unclear summary of risk assessment, conclusions, management recommendations, and/or plan for this patient/family.	Provides a clear and complete summary of risk assessment, conclusions, management recommendations, and plan for this patient/family. This plan/summary is specific to this patient's needs/history and serves to document session.
Grammar and Spelling	Poor use of grammar and spelling	Adequate use of grammar and spelling, needs improvement	Appropriate use of grammar and spelling

Rubric Component	No	Yes
Was a problem list provided in the letter?		
Were appropriate parties copied on the letter/enclosures?		
Was the letter turned in by the due date?		
Are edits and re-submission required? If so, due date: _____		

Overall comments:

