

## **Case Report Guidelines – AFAVP**

This document is aimed to give a general overview of case report writing for the A module. Please refer to the specific instructions for each report for more detail on what is required in each case. Please also refer to the assessment criteria for each case in order to ensure that your case meets the requirements. Some of the points raised in this document are most pertinent to the B and C module cases, however I have included them for completeness.

### **General Overview**

Case reports that you read in the literature are rarely simple and straightforward because the unwritten rule is that they need to be novel, provide new information and be generally considered to be of educational value. **This is not the case with the case reports you submit** - The modules are designed to be completed by practitioners working in first opinion practice. Thus, we are not looking for the type of odd or exotic case seen only in referral practice.

### **Case selection**

This is clearly a vital part of the case report process, and indeed is a skill which needs to be developed in the modules. Choose an inappropriate case and you are simply making the task much harder for yourself. The case reports that you will be producing do not need to represent unusual cases, in fact it may be best that you stay away from very complicated cases. There will be guidelines as to the types of cases required as we go through, but remember the point of the case report is to demonstrate your overall approach, whether this be clinical reasoning processes, reflection and appropriate use of evidence based medicine in the clinical cases (particularly in B and C modules) or your appreciation of welfare, legal, biosecurity or ethical issues in the A module cases.

A module cases are very specific in terms of what is being assessed in each case and what elements we want you to include so it is particularly important to review the assessment criteria and ensure that your chosen case will allow you to cover the areas that will be assessed.

### **Word count and Formatting issues:**

Please format all text as Arial, Font size 11, Line spacing 1.5.

Please state your word count clearly at the end of your report.

Pay attention to the Harvard referencing guidelines and adhere to them. Proof read carefully. Your examiners are not being petty by noting errors, but are following University assessment procedures monitored by our external examiners.

Please write in sentences and not in note form.

### **Grading and feedback:**

Case report skills develop over time and there will be detailed feedback provided by the assessor regarding areas of improvement- this should be used constructively for the following submission. Please bear in mind that some parts of the feedback will be tips and experiences of the assessor. Feedback comments do not always reflect criticisms or areas where marks have been deducted but are added for your benefit and as a valuable part of the feedback process.

Masters grading is set higher than undergraduate grading and a good mark on the rubrics is set at 65%, therefore to achieve >80% the work must be excellent. We recommend that you read the rubrics (assessment criteria) thoroughly.

### **Other General Tips For Writing The Reports**

- Don't refer to the patient by name
- If it is not relevant to the case do not include unnecessary background details in the history
- Make sure that you refer to drugs, suture materials, etc. correctly e.g. enrofloxacin (Baytril; Bayer) 5mg/kg orally once daily for 5 days. You only need to state the trade name and manufacturer on one occasion throughout your report and then you may simply use the generic name.
- Please make every attempt to cite the original literature where appropriate rather than other people's interpretation of it. The assessor wants to be able to see that you can demonstrate your understanding and application of the study.
- Make sure that all the authors you list in your reference list are placed in the text (and vice versa).
- Please note the word count for each assignment, marks may be deducted for exceeding the required limit.
- You should also ensure that you pay attention to the details of the report writing technique such as scientific language, correct spelling, grammar and referencing.

## **Welfare Report**

This focusses on welfare aspects rather than the specific clinical aspects. Whilst it is appropriate to give the reader an idea of the clinical background of the case, it is important to be succinct and not waste unnecessary words. You should then provide a detailed welfare assessment, using recognised tools where appropriate.

It is important to provide a detailed description of the communication undertaken in your case, whether this be with the owner or agent or other bodies. A case where you did not undertake any communication would not be a good choice for this report, however we appreciate that each individual case has a different emphasis.

You should demonstrate that you have a good grasp of the important first aid and emergency treatment measures and beyond that that you can manage the case appropriately with emphasis on ensuring welfare.

Remember to research and reference the legislation and regulatory issues that are relevant to your specific case.

## **Biosecurity Case**

Remember that the focus of this case is the biosecurity aspects and this is where marks are awarded. As for the welfare case report you need to give the background clinical information in order to discuss the biosecurity issues but this should be concise and focused on the relevant aspects only.

It is important not to use language like “you should do this”, “this should be done”, rather you should provide a detailed description of what you actually did in your situation (or if you had to review a disease that you haven’t personally managed what you **would** do in that situation). This should include specific details of biosecurity measures and where appropriate products used for decontamination, vaccination, treatment etc.

Discussion of the disease process should centre on those aspects relevant to biosecurity, e.g. the incubation, transmission and shedding, latency or carrier states as well as the pathogenesis.

Remember to include a follow up plan for biosecurity and to discuss the relevant preventative measures applicable to your chosen disease process.

### **Professional Conduct Critique**

This is a short assignment and you will need to be very concise with your language.

Pick out the important aspects of your particular situation but remember to cover the assessment criteria.

You particularly need to consider who was affected by the situation and in what way.

Remember to research the regulations or legislation that apply to the case, referencing them appropriately.

Show how you resolved the situation and the communication involved in doing this.

### **Posting comments on your peer's case reports**

- The purpose of the discussions on other certificate candidate's case reports is to show that you can reflect on case management by other veterinary surgeons. We understand that you want to be supportive to your colleagues, and also that it can be difficult to make comments on cases if other candidates have already posted comments but the aim of posting discussions is NOT to purely congratulate each other.