



**FORM CRED 840**  
**CASE REPORT**  
**Review Form**

Guidelines for Case reports are detailed in *Case Reports*, available from the AVDC website *Information for Registered Applicants* page. AVDC strongly suggests that the trainee and her/his supervisor use this report form to perform a self-evaluation of the case report prior to submitting it to AVDC for review. Comments on commonly identified problems are included as examples below; however, this is not an all-inclusive list of problems identified in case reports by the Credentials Committee.

<b>Code Number:</b>	<b>Date Reviewed:</b>
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<b>Dental Discipline:</b>	<b>Brief Case Report Title:</b>
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Such comments as “Poor, weak, or no” are not an adequate response to questions posed on the Case Report Review Form below. **Specific information explaining why something was poor or weak, etc. is necessary.**

For Non-Approved and Request Clarification case reports, the Credentials Committee chair prepares a consensus statement including ‘major’ and ‘minor’ problems.

As you complete your review, please identify any ‘**major problems**’ in your comments under each item below. One “major problem” may be sufficient for non-approval of a case report and several “minor problems” may summate to result in non-approval of a case report.

**1. Signalment complete?**

*Need species, breed, age, sex/neuter, and body weight.*

Comments:
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**2. Does the case presentation adequately describe the history, presenting problem (chief complaint), physical examination and other relevant findings?**

*The report is to mention any information sent by the referring veterinarian. The history is to include relevant general medical as well as dental information.*

Comments:
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**3. Are appropriate diagnostics included (oral examination, lab work, radiographs, histology, etc.)?**

*The report is to demonstrate proper patient management, including assessment of general and oral health. The diagnostic workup is to be appropriate for the dental condition presented and general health of the patient.*

Comments:
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**4. Is assessment or diagnosis of the case, and discussion of possible differential diagnoses, appropriate?**

*The report is to demonstrate the diagnostic ability of the applicant, including a thorough evaluation, differential diagnosis with rule-outs of conditions and confirmation of the diagnosis if applicable. Are there other oral/dental issues that require additional consideration?*

Comments:

**5. Is the treatment plan appropriate for the problem and are options discussed?**

*A list of the treatments considered is to be included, noting the option selected and reasons for that choice. Merits of each option can be described in the Discussion. Genetic implications are to be included for potentially heritable conditions.*

Comments:

**6. Are the anesthetic protocol, monitoring techniques and peri-operative care sufficient and appropriate?**

*The report is to demonstrate proper management of the patient as a whole.*

- *The anesthetic protocol is to be appropriate for the age, health status of the patient and procedure(s) to be performed. It is to take into account the pre-anesthetic patient evaluation: results of blood work, cardio-respiratory assessment, thoracic radiographs if taken, hydration, body condition scoring, etc.*
- *The anesthetic protocol is to include mention of pre-medication, induction, maintenance, recovery and post-operative pain management.*
- *The vital functions, including body temperature, are to be appropriately supported and monitored.*
- *The choice of drugs, dosages and mode of administration are to be appropriate. In the report, generic names of drugs and dosage in mg/kg are to be used, with trade names and sources of uncommonly used products in footnotes.*
- *If the dosage, use or frequency of administration of a drug differs from that found in current literature, the author is to briefly comment. Unexplained use of non-standard techniques is automatic cause for non-approval.*

Comments:

**7. Are the dental/oral treatment techniques and materials used currently accepted, and is management of complications appropriate and likely to succeed?**

*The Committee expects a detailed, step-by-step description of the procedure(s) performed. Could you perform this procedure from the information given? Any variations from generally accepted technique are to be well described, giving reasons for use of the selected technique rather than currently accepted technique. It is important that no condition relevant to the subject of the case report and no complications, are left un-addressed.*

Comments:

**8. Are the photos/slides/radiographs that are included sufficient, appropriate and captioned?**

*The report is to include good quality, in-focus images that document the pathology, how the procedure was executed, and the result of treatment. The members of the Credentials Committee cannot evaluate, for example: the quality of a surgical procedure without a postoperative photograph; a root canal treatment without adequate radiographic documentation; or a prosthodontic procedure without a close-up photograph of the margin preparation, etc.*

*All clinical pictures submitted are to be accompanied by an explanatory legend or a description of the figure in the text of the report.*

*Radiographs must have correct radiographic technique for proper contrast and correct positioning with no or minimal elongation or foreshortening of the target teeth. Identification of the site/tooth, technique used and interpretation of the radiographic findings must be included.*

Comments:

**9. Adequate post-operative instructions, pain management and care given?**

*Pain management is to be appropriate for the level of pain anticipated (preemptive analgesia) and the health status of the patient. The applicant is to take into consideration the potency of each drug, its length*

*of action, interaction with other drugs used and potential side effects. Although it is not required that these points are described in detail, appropriate pain assessment and management is required; unmentioned or insufficient pain management will be cause for non-approval. The Committee understands that assessment of pain felt by veterinary patients is not an exact science. The Committee does require the applicant to demonstrate that s/he has paid attention to pain management for this patient.*

Comments:

**10. Are the dental materials used, and the way they are used, appropriate?**

*Dental materials are to be used appropriately. In the report, the applicant is to use generic names of materials in the text, with specifics of products in footnotes. If a technique or material is used in a non-standard manner, such use must be described in detail and justified.*

Comments:

**11. Is the re-examination or follow-up sufficient to ensure that the procedure has been a success?**

*Appropriate follow-up radiographs/pictures are to be submitted. A follow-up of greater than 6 months will not be required in any case report. Longer follow-up is encouraged if it will augment the case report. Six months is the minimum follow-up period required for endodontic, orthodontic, periodontal and oncologic surgery cases.*

Comments:

**12. Discussion includes justification of diagnosis, treatment performed, materials, alternatives etc. appropriate for the case?**

*The clinical photographs, radiographs, and follow-up examination information must support the discussion. The discussion is to be relevant to the case presented. Simple statements of general principles or descriptions of generic techniques supported by references from textbooks are of little interest or value – what is it about this case that is worthy of comment?*

Comments:

**13. If relevant, is genetic counseling discussed?**

*The genetic aspects of some cases are critical (e.g. malocclusion cases). Ethical aspects of a case are to be addressed if applicable (for example, prosthodontic or implant procedures for a show dog). If relevant, is an orthodontic treatment release form included?*

Comments:

**14. Is the report clearly written and adequately referenced?**

*References are to be cited in the text. Citations in the text for books or book chapters are to include the page number; if page numbers are not cited, the case report can be recommended for Request Clarification so that page citations can be added.*

Comments:

**SUMMARY (Mark one):**

Note: The Approve/Non-Approve decision is to be based on **content** of the report. If the report is unclear in **presentation** or incomplete in specific **content** areas, but is generally acceptable otherwise, use the Request for Clarification option.

**Unable to review:** Quality of the images submitted is too poor to permit review in electronic format. Recommend return to applicant un-reviewed.

**Approve/Borderline:**.....

  

**Full approval:**

**Borderline:** (Although the report is not perfectly written, shortcomings in **presentation** are insufficient to warrant non-approval in a report that is suitable in **content**.)

**Request clarification** before Approve/Non-Approve decision is made.

Include in Comments, below, exactly what is needed. It is assumed that if the trainee provides the requested material adequately, the case report will be approved.

**Not Approve (requires justification).**

Use Comment space for specifics

**Comments:**

Name of reviewer:

Save this review as: **Code number YourLASTNAME Approve or NotApprove or Comments** and send it to the Credentials Committee chair by uploading it to DMS **while the document this review relates to is open** (click the [Attach File](#) command on the command bar at the top of the screen), then click [Save Changes](#) before exiting the document.