American Veterinary Dental College

CASE REPORT REQUIREMENTS
Information For Applicants

This version is in effect for the 2004 Credentials Review Cycle

Note for Web browsers: Documents shown as bold blue underlined text in this .PDF file are available by browsing the AVDC web site www.AVDC.org.

Introduction

As one means of ensuring that AVDC applicants have reached a level of competence appropriate for an entry-level specialist, AVDC requires that four case reports submitted by the applicant have been reviewed and approved by the Credentials Committee.

The Board of Directors of the AVDC adopted the following purpose of case reports on August 11, 2002: Case Reports are a required part of the application that provide a means to evaluate the applicant's level of competence in veterinary dentistry through the report of a clinical case. The Case Report should demonstrate proficiency, skill, and expertise in the proper management of a veterinary dental case. Case Reports also allow assessment of the applicant's ability to think through and perform veterinary dental procedures, making clinical decisions that are supported by published literature or for which valid justification is provided by the author."

Case reports can be submitted prior to the submission of the completed credentials application package; read Pre-Approval for more information. Submission for Pre-Approval review is strongly encouraged. The standard by which a case report will be judged will be the same whether the report was submitted for Pre-Approval or with the Credentials Application package.

A case report is an opportunity for an applicant to show that s/he has learned dental concepts during her/his training period, and is able to integrate these principles as they apply to specific veterinary patients. Thus, the report is to be a well-written and well-documented scientific paper about a case that the applicant has managed well by current standards. It must be sufficiently detailed that it would be possible for a reader to repeat any procedures from the description given. Specific requirements are given below.

When reviewing a case report, the Credentials Committee considers not only the dental and surgical skills of the applicant. The Committee also considers the diagnostic abilities, and the abilities of the applicant to evaluate the patient as a whole, as demonstrated in the report. Approval of a case report depends on documentation of excellence and thoroughness in managing the case from presentation through follow-up.
It is not necessary to select a complex case, or one in which advanced technology or procedures were used. However, since the standard required is that of an entry level specialist, dental cases that are commonly performed by veterinarians who are not dental specialists, such as routine scaling and extraction cases, will likely be considered too simple for approval.

The form used by the Credentials Committee to evaluate case reports is available for your examination (Case Report Evaluation Form). AVDC strongly recommends that applicants carefully read through the Requirements for Case Reports given below and the evaluation form before selecting a case and preparing a case report. After the case report is prepared, AVDC recommends that the applicant and mentor read through the Evaluation Form again and then read through the case report as a self-evaluation process prior to submission to AVDC.

Selecting case reports: As you consider whether a case you are working on may be appropriate for an AVDC case report, keep in mind the need for documentation of the case (photographs, radiographs), and the need for documented follow up. Also, keep in mind also that four case reports are required. Should one or more of your submitted case reports not be approved, keep a “back-up” list of suitable cases with available follow-up, so that you can promptly prepare an additional report at short notice. Alternatively, five or more case reports may be submitted for Pre-Approval.

Questions or comments about case reports or any other AVDC policy are to be addressed to the AVDC Secretary, who will respond to them or distribute them to the appropriate person or committee for response.

**Case Report Requirements**

1. The applicant must have been the primary clinician on the case.
2. On a separate page, the Mentor is to sign the case report and indicate the extent of Mentor input. This page will not count against the case report page limit.
3. Four approved case reports are required.
4. Each case report is to have a specific dental discipline category as its primary subject, which is to be noted as the first word in its title (For example: “Endodontics: Standard Endodontic Treatment of a Maxillary Fourth Pre-Molar Tooth”). The categories of three of the four case reports are to be three of the four core disciplines of periodontics, endodontics, restorative dentistry, and oral surgery. The primary subject of the fourth case report is the candidate’s choice.
5. Cases selected do not have to be included in the applicants AVDC case-log. Thus cases treated prior to registration in an AVDC Training Program or in a period that is no longer permitted for case log purposes (i.e. beyond the permitted six years prior to Credentials Application) can be presented as case reports. However, for all case reports, the techniques and materials used must meet the “standard of care” as would apply to an entry-level veterinary dental specialist at the time of submission of the case report.
6. Case reports may be submitted with the Credentials Application Package, or for Pre-Approval consideration. Submission of case reports to the AVDC for Pre-Approval consideration is strongly recommended; read Pre-Approval for details.

7. Case reports are reviewed by the Credentials Committee after they have been assigned a code number by the Secretary, to maintain anonymity of the applicant during the review process. Thus, case reports must not include any reference to the applicant's name, practice or other identifying details.

8. Original radiographs and pictures, or high-quality copies of original materials or print-outs of digital images, are acceptable. Note that no materials submitted with a case report will be returned to the applicant.

9. Although subsequent submission for publication of AVDC-approved case reports is encouraged, AVDC strongly recommends that case reports intended for AVDC Credentials review are not submitted for publication until the Credentials process is completed for that report. Case reports that have already been subject to a peer-review process for publication in a journal are not to be submitted for AVDC Credentials Review, because the case report may no longer be primarily the original work of the applicant. Case reports that have been approved by the Academy of Veterinary Dentistry or published in an un-reviewed meeting proceedings book may be submitted to AVDC, and will be subject to the AVDC Case Report review process.

**Format and Content of a Case Report**

Case reports will normally be presented in the following sequence:

1. **Title:** Dental discipline category, followed by a brief description. For example: *Endodontics: Apexogenesis of a Fractured Canine Tooth in a Two Year Old Dog.*

2. **Introduction:** Introduce the topic of your case report. A brief statement describing why you selected this particular case may be relevant. A concise literature review is not required in the Introduction, though it may be appropriate depending on the subject of the case report.

3. **History:**
   a. Signalment.
   b. Describe the presenting problem or chief complaint, as reported by the owner.
   c. Past dental history.
   d. Past medical history if relevant.
   e. Describe any other relevant problems.

3. **Diagnostics:**
   a. Include physical and oral examination findings, laboratory reports, radiographs, MRI, etc. (when appropriate). (Relevant detailed reports can be included as appendices).
   b. Radiographs:
• All radiographs relevant to the subject of the report and mentioned in the text of the report are to be included as figures, with interpretation of the radiograph in the text or in the legend accompanying the figure.
• If a full-mouth radiograph series was taken of this patient, specific radiographs that are not relevant to the subject of the case report do not have to be included as figures.

c. Demonstrate attention to the patient as a whole. Report appropriate pre-operative diagnostics and laboratory database tests.

4. Diagnosis and/or Problem List:
   a. Provide an accurate assessment. Use appropriate classifications, if applicable.
   b. Mention differential diagnoses and their rule-outs.
   c. Mention all other lesions observed in the mouth. Photographs of other lesions do not need to be included if they are not directly relevant to the subject of the case report. The dental chart may be included as an appendix if desired.

5. Treatment Plan:
   a. Describe different modalities of treatment and their prognosis. Justify your treatment plan based on the information available to you when you made the decision.
   b. Address any potential genetic impact of the condition.
   c. For malocclusion cases, a report of the pre-treatment bite evaluation and a signed Owner Consent and Release Form are to be included.

6. Treatment:
   a. Describe the anesthetic and patient support protocols used.
      1. Include:
         • Pre-op, intra-op and post-op drugs (generic name, with trade name and name and city of manufacturer in footnote). dosages and route of administration.
         • IV fluid support.
         • Body temperature support.
         • Monitoring techniques and frequency.
         • Pay particular attention to any need for pain recognition and management.
   b. Describe the oral-dental procedures in detail, including:
      1. Technique, instruments and materials, using correct terminology (generic name of materials in the text, with trade name and name and city of manufacturer in footnote).
      2. If you performed a technique that could be considered non-standard, describe the variation in detail, and justify your selection of a non-standard technique here or in the Discussion.
      3. For procedures involving surgery, describe the incision (location, type, length) and pertinent anatomical landmarks. Describe suture pattern and material.
c. Include dosages and routes of administration of any medications used or prescribed. Indicate generic names (with trade names and name of manufacturer and city in footnotes).

d. Include original or good quality copies of postoperative radiographs with interpretation of the radiographic findings in endodontic, periodontic, restorative, orthodontic and surgical cases. For endodontic cases, also include and label selected intra-operative radiographs.

e. Describe the recognition, severity and management of any complications.

f. If other lesions were treated, briefly summarize the treatment. Photographic documentation of treatment of lesions not directly relevant to the subject of the case report is not required.

7. Post-operative care:
   Describe instructions given to your client, including medication dispensed for home use and dental home care procedures.

8. Follow-up:
   a. Describe the timing, extent of examination and results of follow-up examination. Six months is the minimum follow-up period required for endodontic, orthodontic, periodontal surgery and oncologic surgery cases. Three months is the minimum period required for restorative dentistry and soft tissue surgery cases. Longer follow-up is encouraged if it will augment the case report. Appropriate follow-up radiographs and clinical images are to be included. Include assessment of the treatment and your short- and long-term prognoses.
   b. Were any other treatments recommended or given since your described procedures?
   c. Describe compliance with and efficacy of oral home-care instructions.

9. Discussion:
   a. If appropriate, briefly review the literature on the disease condition and/or procedure that is the subject of your case report.
   b. Discuss important aspects of the diagnostic work-up, technique and results.
   c. If you had to change your treatment plan during the therapy or if, looking back on your case, you think another therapy, material or technique would have given better results, discuss those points.
   d. Comment on the results, short and long term. Did it/will it work? Why?
   e. If applicable, you may discuss the likelihood of recurrence of pathology, or the ethics of providing the type of treatment used (orthodontics, genetic problems), etc.
   f. Provide references to support your statements. (See under Format and Editorial Details, below). Be clear about what is theory or anecdote (yours or someone else’s) and what is established fact.
   g. Discuss any unusual features of or difficulties encountered during the case. Was the case different from what was expected? How did you manage any problems or complications encountered?
10. **Conclusion** (optional):

What conclusion, if any, can be drawn from this case?

**Format and Editorial Details**

- The length of each case report is to be no more than 10 printed pages (not including the note from the Mentor, title page, references, figures [if included on pages separate from the text], and figure legends). Reports that are longer than this maximum will be returned un-considered.

- Pages are to be numbered in the top right-hand corner.

- Text Format: Use 1.5 line spacing, 12 pt Times New Roman font, 1 inch margins, 8.5”x11” or A4 paper.

- Provide color slides or photographs to support your report, with descriptive figure legends.
  - Figures may be in the form of original radiographs or clinical slides, or good quality printed copies of scanned digital images.
  - Images made with digital cameras are acceptable.
  - Reproductions of photographic, radiographic or digital images are permitted, as printed copies.
  - The figures may be interspersed in the text close to the figure citation, or grouped as a set at the end of the report.

- References:
  - A reference is a statement made in a published source (e.g. journal article, textbook or meeting Proceedings book).
  - References should be limited to 2 pages, using 1.5 line spacing, 12 pt font, 1 inch margins, Times New Roman font.
  - Number references consecutively in the order in which they are first mentioned in the text. Identify them in the text as arabic numbers either as superscript or in (parentheses).
  - References are to be specific citations (author, page number, journal volume or book title, year) of work that is in the public domain.
  - Other attributable but unpublished statements are to be used sparingly, with the source identified in a foot-note.

**Packing and Submitting a Case Report**

- Include 6 printed copies of each case report.
- All case reports are to be sent to the AVDC Secretary.
- All case reports will be evaluated blindly, whether they are sent for Pre-Approval review or as part of a Credentials Application Package.
- Each case report is assigned a code number by the Secretary and case reports will be identified to the Credentials Committee members by this number only.
• To maintain anonymity of the applicant, case reports must not include any reference to the applicant's name, practice or institution or other identifying details.
• For details of packaging submissions for Pre-Approval Review, read Pre-Approval Review.
• For details of packaging submissions as part of a Credentials Application package, read Credentials Application.

AVDC Process Following Submission

• The case report is assigned a unique code number by the Secretary, and copies are sent to a Credentials Committee review team consisting of four members.
• Comments and recommendations are forwarded by the review team members to the Chair of the Committee, who reviews the team’s comments. If three or four members recommend approval, the case report is approved. If two members recommend approval and two do not, the Chair reviews the case report and review team comments, and casts a deciding vote.
• The Credentials Committee may, at its discretion, request clarification if there are specific issues that would otherwise prevent approval of a case report. A final decision will be withheld until a response to the Request for Clarification is received from the applicant.
• For case reports that are Not Approved, the Committee prepares a list of major reasons for non-approval.
• The applicant is informed of the results of the review by the Secretary.
• The AVDC will, whenever possible, report the results of the review within 10 weeks of receipt of the case report.
• Resubmission of a Not Approved case report is not permitted.
• Rebuttal Option
  Following receipt of a non-approval decision, the applicant may submit a rebuttal, which is to include reasons why the applicant considers each of the major concerns listed by the Credentials Committee to be inappropriate. A rebuttal is not considered an appeal by AVDC, and is sent to the members of the review team who originally reviewed the item. The decision on the rebuttal will be made as for any other item submitted to the Credentials Committee.
  If the rebuttal does not result in approval of the item, the applicant has the right to request that the original item and the rebuttal are considered as an Appeal of an Adverse Decision, which will be handled according to stated AVDC appeals procedures.
  At any point in the process following receipt of an adverse decision on any item reviewed by the Credentials Committee, the applicant may elect to submit a formal Appeal to AVDC.