

## Guidelines on Case Report Writing and Assessment

1. All Trainees undertaking Interim Assessment in AIM must submit TWO Case Reports prior to the Interim Assessment. The topics of the Case Reports MUST NOT be directly related to the concurrently trained Specialty. Case Reports previously published or submitted to another Assessment Board are not acceptable.
2. Through the process of Case Report writing, it is expected that Trainees acquire not only in-depth knowledge in a focused topic but also the ability to critically appraise published literature, reinforce the desire and practice of continuous learning, keep abreast of latest developments in clinical medicine, refine their writing skills for effective and accurate communication, and are cognizant of prevailing codes of scientific and scholarly conduct, examples being issues related to copyright and plagiarism.
3. Case Reports should be submitted in the prescribed format together with the application form for Interim Assessment at least EIGHT Weeks before the date of Interim Assessment, which is usually the first Saturday in June or December every year.
4. Each Case Report should be between 1000 and 2000 words in length, containing no more than two figures, and no more than 10 references. The contents must be presented in complete sentences and paragraphs, i.e. point format is not acceptable. Abbreviations should be avoided. Generic names of drugs should be used instead of trade names. Case Reports on extremely rare conditions should be avoided.
5. Case Reports are ASSESSED with regard to:
  - (i) *Clinical significance and local relevance* of the topic;
  - (ii) *Clarity* of presentation;
  - (iii) Adequacy of *relevant literature review*;
  - (iv) Evidence of *critical appraisal of literature and clinical issues* related to the topic;
  - (v) *Relevance of discussions*; and
  - (vi) Responsible and acceptable *scholarly and professional conduct* (for example, on issues related to copyright and plagiarism).
6. Each Case Report is given a score between 0 (exceptionally bad failure) and 10 (outstanding), with 5 being the score for a PASS, by one Assessor. Assessors are required to provide written comments and justifications when the score is 4 or below, or 9 or above. Case report failed to adhere to the format will be regarded as FAIL (score between 0 and 4)