

## Case Summary Grading Sheet

	4 pts	3 pts	2 pts	1 pt	0 pts
<b>Title</b>	Title accurately describes the contents of the case summary		Title somewhat describes the contents of the case summary		Title does not accurately describe the contents of the case summary
<b>Introduction</b>	Complete, concise, and thorough description of the pathophysiology, typical history and presentation, differential diagnoses, and diagnostic approach.	Mostly complete and thorough description of the pathophysiology, typical history and presentation, differential diagnoses, and diagnostic approach.  1-2 significant omissions present.	Somewhat complete description of the pathophysiology, typical history and presentation, differential diagnoses, and diagnostic approach.  More than 2 significant omissions	Minimal description of pathophysiology, typical history and presentation, differential diagnoses, and diagnostic approach.  Many significant omissions.	Description of the pathophysiology, typical history and presentation, differential diagnoses, and diagnostic approach are incomplete or missing.
<b>Treatment/ Management/ Prognosis</b>	Complete synopsis of treatment and management options for the clinical problem or diagnosis, and current recommended therapies/procedures.	Mostly complete synopsis of treatment and management options for the clinical problem or diagnosis; most of the current recommended therapies/procedures are discussed.  1-2 significant omissions present.	Somewhat complete synopsis of treatment and management options for the clinical problem or diagnosis; some of the current recommended therapies/procedures are discussed.  More than 2 significant omissions.	Minimal synopsis of treatment and management options for the clinical problem or diagnosis, Few current recommended therapies/procedures are discussed.  Several significant omissions.	Synopsis of the treatment and management options for the clinical problem or diagnosis are incomplete or missing; Recommended therapies/procedures are not current or are missing.
<b>Case history and Presentation</b>	Complete brief description of the patient or population, the chief complaint, and relevant history and clinical findings.	Mostly complete description of the patient or population, the chief complaint, and relevant history and clinical findings.  1-2 significant omissions present.	Somewhat complete description of the patient or population, the chief complaint, and relevant history and clinical findings.  More than 2 significant omissions	Minimal description of the patient or population, the chief complaint, and relevant history and clinical findings.  Many significant omissions.	Description of the patient or population, the chief complaint, and relevant history and clinical findings are incomplete or missing.
<b>Case management</b>	All relevant procedures, medications, complications, comorbidities, and justification for deviations from standard procedure are discussed. Outcome includes patient or case outcome, results of clinical procedures or medical management, and full follow up of the case.	Most of the relevant procedures, medications, complications, comorbidities, and justification for deviations from standard procedure are discussed. Outcome includes most of the information for patient or case outcome, results of clinical procedures or medical management, and full follow up of the case.  1-2 significant omissions present	Some of the relevant procedures, medications, complications, comorbidities, and justification for deviations from standard procedure are discussed. Outcome includes some patient or case outcome, results of clinical procedures or medical management, with partial follow up of the case.  More than 2 significant omissions.	Very few of the relevant procedures, medications, complications, comorbidities, and justification for deviations from standard procedure are discussed. Outcome includes minimal patient or case outcome, results of clinical procedures or medical management, and minimal follow up of the case.  Several significant omissions.	Relevant procedures, medications, complications, comorbidities, or justification for deviations from standard procedures are incomplete or missing. Patient or case outcome, results of clinical procedures or medical management, as well as any case follow are incomplete or missing.

Discussion and critique	Constructive evaluation of case deficiencies, mistakes, and/or complications. Able to identify potential changes to be made in future cases. Demonstrates ability to learn from an imperfect case. New material has not been added.	Mostly constructive evaluation of case deficiencies, mistakes, and/or complications. Able to identify potential changes to be made in future cases. Demonstrates ability to learn from an imperfect case. Minimal new material may have been added.  1-2 significant omissions present.	Somewhat constructive evaluation of case deficiencies, mistakes, and/or complications. Moderate ability to identify potential changes to be made in future cases. Demonstrates some ability to learn from an imperfect case. New material may have been added. More than 2 significant omissions present.	Minimal constructive evaluation of case deficiencies, mistakes, and/or complications. Minimal changes discussed for future cases. Minimal demonstration of ability to learn from an imperfect case. Significant new material may have been added.  Many significant omissions present.	Does not critically evaluate case deficiencies, mistakes, and/or complications. Unable to identify potential changes to be made in future cases. Does not demonstrate ability to learn from an imperfect case.  Significant new material has been added.
References	At least one (1) reference but no more than five (5) references from available literature, preferably peer-reviewed although well-regarded textbooks may also be included		References are listed, but more current, applicable, or specific references are readily available		No references, more than 5 references, or inappropriate references are used.
Labs, Data & Imaging	Lab results are labeled, legible, relevant to the case and in chronological order.		Lab results are present in the report, but are not entirely relevant to the case or could be more clearly displayed or described in the case summary.		Lab results are not labeled, are illegible, are not relevant to the case and/or are not in chronological order.
<b>Overall Impression Sections – PASS/FAIL</b>					
Overall impression A	Case demonstrates management commensurate with an ABVP diplomate level of practice by effectively displaying applicant's clinical acumen, expertise and ability to thoroughly work-up a case and follow it from beginning to end.				Case does not demonstrate management commensurate with an ABVP diplomate level of practice by not effectively displaying applicant's clinical acumen, expertise and ability to thoroughly work-up a case and follow from beginning to end.
Overall impression B	Overall structure and presentation of the document has minimal organizational, grammatical or spelling errors and is of professional quality. Effectively communicates all relevant case information in a succinct manner.				Overall structure and presentation of the document has multiple, significant, organizational, grammatical or spelling errors and is not of professional quality. Fails to communicate all relevant case information in a succinct manner.

## Case Summary Scoring Chart

Section	Weighted percent	Points awarded (0-4)	Total points (points X section weight)	Total possible points for section
Title	2.5			10
Introduction	5			20
Treatment, Management & Prognosis	20			80
Case History & Presentation	20			80
Case Mgmt & Outcome	20			80
Discussion & Critique	25			100
References & Endnotes	2.5			10
Lab Data & Imaging	5			20
Overall impressions A	Yes/No		Need a YES in this section or entire CS does not pass	
Overall impressions B	Yes/No		Need a YES in this section or entire CS does not pass	
Word Count is 1,700 – 2,000	Yes/No		Need a YES in this section or entire CS does not pass	
<b>Formatting Requirements</b>				
<u>Formatting Criteria</u> 1. PDF file format 2. Times, Arial, Calibri or Helvetica font; size 11 or 12 3. Labs, Tables & Figures located in chronological order in a section at the end of the paper	Yes/No		A 5-point deduction to the overall score of the case will be assessed for each formatting criteria that does not meet requirements	
		*Any sections marked "0" will fail the paper		<b>400</b>

Requirements for a case summary to pass:

- 1) Minimum score of 70% (280 out of 400 points)
- 2) No individually graded section received a score of “0”
- 3) Both overall impressions sections (A & B) received a “Yes”
- 4) Total document word count is 1,700 – 2,000 words (does not include tables, lab results, images, references, endnotes or section headings)