***Note:***

1. *Please read and follow the guidance notes (italic font) provided at the top of each form field. Failure to comply may result in delays processing the application.*
2. *Case report is a retrospective analysis / description of the course of medical treatment with one to three patients with a unique outcome*

# Title

*(Truly describes the core message of the case. Includes the phrase “a case report”)*

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# Number of cases described \_\_\_\_\_\_

# Research area

*(Example: Anesthesia, basic science, dermatology, family medicine, Etc…)*

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# Research specialty

*(Example: Thyroid disease, stroke, obesity, diabetes mellitus, Etc…)*

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# Background / Introduction

*(Please provide a background describing what’s known (or not known) about the topic including definitions. Why you think this case is important – why you decided to write it up)*

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# Rationale of Study

*(Please tick the appropriate checkbox box in front of each applicable justification to undertake the study or write any other justifications in the provided text box below. An outline of the potential value of the study to PHCC and the possible implications of study results for health improvement can be highlighted also in the textbox below)*

* Valuable clinical lessons
* Practiced in unusual settings (e.g. humanitarian work, refugee health, conflict, sexual violence, human trafficking, humanitarian aid, health innovations)
* Learning from errors
* Unusual presentation of more common disease/injury
* Rare disease
* New disease
* Novel diagnosis
* Novel treatment (drug / intervention / procedure / situation)
* Unusual association of diseases / symptoms
* Unexpected outcome (positive or negative) including adverse drug reactions
* Others (describe in the text box below)

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# Case Presentation

*(State the presenting features, medical, social and family history)*

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# Investigations (If relevant)

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# Differential Diagnosis (If relevant)

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# Treatment (If relevant)

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# Outcome and Follow-Up

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# Discussion: Emphasizes why the case is important to medicine. Adequate literature review pertinent to the case. Mentions the limitations related to the case.

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# Please describe any plans that you have for publishing any information or data obtained within PHCC? (please tick the appropriate check-box)

* journal publication
* oral presentation at a meeting, workshop, conference
* poster presentation at a conference
* media publication

# Bibliographic References (Vancouver style is recommended)

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# Ethical considerations

*[List all possible ethical issues related to the study and the way it’s managed to reduce their risk. Consent form, and waiver of consent templates can be obtained from the Department of Clinical Research. In addition, all completed forms should be appropriately translated into a language understood by the research participant]*

## How is the study addressing the principle of Beneficence (Belmont Report)?

*[How will the study minimize harm or discomfort and what possible benefits are there for participants? Please tick the appropriate checkbox box]*

Is there any direct benefit to study participants? Yes  No

Is there any potential harm to study participants? Yes  No

*Please select the type of harm to individual/ group/ society from the list below. [tick the appropriate checkbox]*

Social (Unwarranted exclusion from society; ostracised by neighbours/ friends/ family/ significant reference or peer group).

Economic (Economic deprivation as consequence of answering questions).

Legal (Legal penalties from accidental breach of confidentiality).

The study addresses sensitive topics (e.g., sexual activity or preference, drug use, mental problems, politics).

The study may cause harm consequent on: Participation, Exclusion, or Dissemination of findings.

***Please describe any attempts to minimize risk of potential harm and other comments in the text box below.***

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## Privacy/Autonomy of study participants

*[Explain how you will maintain privacy of study participants at all time? What options will you provide to allow participants to make voluntary decisions? Consent to use a patient’s story should be obtained a priori to publishing the report whenever possible. Please describe any process that protects privacy and autonomy (like an informed consent in detail]*

The study involves participants who cannot give informed written consent.

The patient is still under care of the PI as the treating physician (an existing power relationship between the researcher and the participant needs to be considered).

The participants were asked to confirm that they have received and read the information about the study.

*Can you identify sources of undue coercion and show how to address this ethical risk?*

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## Are you applying for a “Waiver of Informed Consent”

Yes  No  *(Please tick the appropriate checkbox box)*

*[How will you maintain confidentiality/anonymity of study participants? What safety precautions have you arranged in case of leakage of personal data? Who will have access to confidential research information…etc.?)]*

(Please tick the appropriate checkboxes)

A password protected computer system is used to assure secure data storage.

Only encrypted systems are used for storing research data on laptops.

A locked file cabinet is used to store research related paper forms.

Access to study data is limited to only a few members of the study team.

Plans are set to destroy all research generated data after 3 years according to PHCC regulations.

The study report / publication will show only aggregate results with no identifiers.

Only deidentified study data is stored.

Research generated data will be shared with a third party. In this case describe a plan to protect participants confidentiality in the textbox below.

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