



## **Instruction for Preparation and Evaluation of Case Reports For the Academy of Veterinary Nutrition Technicians**

- I. The purpose of case reports is to demonstrate:
  - a. The applicant has been working in veterinary nutrition.
  - b. The applicant has experience in the application of accepted nutritional principles in the diagnosis, treatment and prevention of animal disease.
  - c. The applicant's ability to communicate nutritionally related observations and data to colleagues in a clear and organized manner.
  - d. Demonstrate advanced skills and knowledge related to veterinary nutrition
- II. Selection of cases
  - a. Cases must demonstrate competency in veterinary nutrition. Avoid overly complex cases or extremely straightforward diagnoses or therapies. These reports should emphasize the dietary and nutritional aspects of a clinical case, and less the medical and surgical aspects.
  - b. Cases selected should reflect nutritional management skills utilized in two different species.
  - c. Cases selected must demonstrate the applicant's ability to manage problems requiring nutritional intervention (or under veterinary supervision where applicable) in individual animals, herds, or animal populations. The nutritional components of the cases must demonstrate the applicant's thoroughness, logic, and accuracy in nutritional assessment, intervention, follow-up, skills and monitoring of the case from a nutrition technician point of view.
- III. The nutritional aspects of the case reports must reflect the work of the applicant. The applicant is expected to be the primary person responsible (with a veterinarian where applicable) for nutritional management of the case. It is expected that the writing of the case report will be original and entirely that of the candidate's. The applicant is expected to have an understanding of all aspects of the case. Previously published case reports cannot be used to fulfill this requirement.
- IV. Style and format of case reports:
  - a. The case reports must be written in a narrative style, with attention given to editorial detail as if they were to be submitted for publication. Grammar and spelling should be flawless. Reports must be double spaced using Times New Roman; font size 11, margins of 1.0" at top, bottom and sides; and be limited to five pages of single sided text. All pages must be numbered in the upper right hand corner. Each individual case report must be stapled in the upper left hand corner. **Reports not meeting these criteria will not be evaluated further.**
  - b. Each report must have the following: **CASE REPORT #\_\_\_\_\_**, **APPLICANT NAME**, font size 12, all caps, bold; **Headings capitalized**,

**font size 11, bold;** body font size 11. Reports not meeting these criteria will not be evaluated further.

- V. Applicants should consider the following guidelines regarding the information to be included in case reports:
- a. Select cases that will demonstrate your expertise in nutritional management. Be sure that information such as the patient's name, identification number, and date the case was seen is included in the report.
  - b. The case report should describe, in detail, how the patient was diagnosed and treated, and specifically demonstrate how you used your knowledge, skills and experience to assist the veterinarian in diagnosing and treating the patient.
  - c. It is important that the information in your case report can be clearly understood. Present each case in a logical manner, check spelling, use generic drug names, and define any abbreviations that are not commonly used. It is important to show that *you* participated in the diagnosis, treatment, nutritional management, and nursing of the patient and were not just an observer. It is also important to demonstrate *your* depth and comprehension of knowledge about the case that you have chosen.
  - d. Consider some of the following ways of demonstrating your knowledge and experience:
    - i. Show how your observations, physical examination, and history-taking assisted the veterinarian with the diagnosis. "I" statements are allowed.
    - ii. Explain why an observation was important or why you asked a certain question while taking the history.
    - iii. Describe the procedures you assisted with or performed. Explain why the procedure was indicated, possible contraindications, and nursing care requirements.
    - iv. Describe how you assisted the veterinarian in treating the patient.
    - v. Explain how you helped determine whether the patient's treatment was being effective.
    - vi. Explain how your observations and monitoring helped the veterinarian modify the patient's treatment.
    - vii. Explain your role in planning the patient's care.
    - viii. Show your understanding of the problem being treated. Brief explanations of pathophysiology help to demonstrate your knowledge base.
  - e. Assessment of current nutrition knowledge
    - i. Describe and discuss appropriateness of current diet/ration and intake
    - ii. Describe and discuss appropriateness of current feeding method
  - f. Nutritional Recommendations.
    - i. Describe and justify nutritional and (or) dietary recommendations including, when appropriate:
      - A. Nutritional products, diets, foods, feeds or rations
      - B. Feeding method
      - C. Expected outcome
      - D. Concurrent medical or surgical therapies and nutritional implications

- E. Recommended follow-up
    - F. Prognosis with regard to nutritional recommendations
  - g. Reassessment/Outcome/Follow-up.
    - i. Explain how reassessment data do/do not support nutritional recommendations including, when appropriate:
      - A. Clinical signs
      - B. Physical exam findings including BW and BCS
      - C. Production data
      - D. Laboratory and other clinical test results
      - E. Justify any additional modifications to nutritional recommendations

V. Evaluation of case reports:

- a. Case Selection- If the majority of the reviewers agree that the case report does not fulfill the criteria described in Section II the report will be unacceptable.
- b. Case reports containing major procedural errors (exceeding page limit, incorrect font/margins/line spacing) will be automatically rejected without being sent out to the Credentials Committee for review.
- c. Each reviewer will record his/her evaluation. The Chair of the Credentials Committee will send a written summary of each case report to the candidate providing feedback on the passage or failure of the case.