

Instructions for Case Study Report Assessment

Assessment Due Date:

Friday 9th June @ 11pm Adelaide time.

This assessment must be submitted and passed to pass the course and is worth 60% of your total grade.

Before you begin your assessment, you MUST consider the following:

- **Academic Integrity:** Students should review the following link to ensure you understand responsibilities relating to academic integrity (note Rubric).
<https://lo.unisa.edu.au/mod/book/view.php?id=252142>
- **Referencing:** IEEE referencing style should be used for your assignment. It is an expectation that you will be doing some wider reading of scholarly resources (textbooks & journal articles) for your assignment. You MUST include at least 7-10 scholarly references that are less than 10 years old within your assignment. Remember: if you use an automatic reference process, YOU must check that your references have been presented correctly prior to submission. Non-compliance with IEEE Referencing Style will translate to a fail.
- **Assignment Marking Rubric:** Assignments will be marked according to the rubric shown below. The percentage weightings of each component of the assignment can also be found within the rubric. Use this as a guide for how much and what information you should include in each section of your assignment.
- **Grading and Feedback:** In keeping with all the courses in the Postgraduate Diploma of Medical Sonography, you will not be given a marks breakdown, but rather an overall grade of HD, D, C, P1, P2 or F. Feedback for this assessment will be in the form of an online marking rubric instead of a word document.
- **Patient Confidentiality:** If you are using images from your practice, you MUST include a signed statement from your supervisor that you have followed your workplace protocols with respect to patient confidentiality and permission procedures. You will find the form to use for this within the assessment section on the learn-online site. This form should be included at the end of your assignment. Please remember that all images used in your assignment must be de-identified. For images sourced from a journal article or textbook, please reference accordingly.

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Assessment Overview

In this assessment you will be reporting on a case study and presenting it in a manuscript format for submission to a journal. The case will be one that you have performed during your clinical practice. The case must relate to the content of the course as outlined in the study guide **but** not on a topic that you addressed in the first assignment.

You will present your case in the format that is required by '*Sonography*', a peer reviewed, and the official journal of the Australasian Sonographers Association.

I have adapted the author guidelines from '*Sonography*' for you to follow in this assignment, see below for further details.

Assignment Guidelines

TASK 1

First, select your case. Remember this must be a case that you have encountered within your workplace.

Your case report may be:

- an unusual presentation of a common condition
- a rarely seen condition
- a common presentation of a common or unusual condition that has education value to beginner sonographers.

TASK 2

Now you must use your selected case to develop a report that you could submit to the journal '*Sonography*'.

The total word count for this assignment is estimated to be 3000 words.

The report (excluding the abstract, reference list and figure or table captions and legends) should be up to 2000 words and include 6-10 figures and up to 30 references.

I want you to stay within the 2000-word count for the body of the case report, I will not be counting words for other elements of the case report as required in the author guidelines.

The case report should be structured into headed sections as follows:

Title page:

The title page must contain both a descriptive and concise title of the paper. It should also contain your name and qualifications, your affiliations (this might be your workplace, and also the University of South Australia), your email address and a contact telephone number.

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Abstract:

The abstract should be structured into four labelled sections: Introduction, case description and discussion and not exceed 200 words.

Introduction:

In this section you need to let the reader know why this case is worth reading about and the audience you are writing to. You should also include the aim of your paper in this section so your reader knows what they can expect to learn from reading your report.

Case Description:

Provide an account of the case with all relevant data. Data may include relevant patient information, results of other diagnostic tests, sonographic equipment and the technique used, a description of the sonographic findings and how they compare to normal sonographic findings, and patient outcome.

Discussion:

If the case is unique or unexpected then you need to provide discussion to support that it is unique or unexpected and possible alternative explanations for case features. If the case is a common presentation of a common or unusual condition, then explain why this is a common presentation and provide possible other sonographic appearances of the condition. This section may also review the aetiology, pathophysiology, and summarise the sonographic appearances the case has demonstrated. A justification for the diagnosis and alternate diagnosis is provided. Treatment for the patient beyond the diagnosis is discussed. You can also break this part of your report down into further sections to help keep your information succinct and easy to follow.

Conclusion:

Address what knowledge has been gained from this case report, how does it impact on clinical practice or what is the educational value of the case report? The conclusion might provide a summary statement of sonographic characteristics and techniques related to pathology. No new ideas should be included in this section, this is more of a summary of the main points that you have already covered in other sections of your report.

Reference List:

To keep your studies simple, please follow the IEEE referencing style for this assignment. This is the same style that was used for your case study presentation assignment. There are referencing guidelines for IEEE that you can find on the course learn-online site. Look in the 'Assessments: Case Study Report' section. Also, this link takes you to the library referencing site where you will find helpful guides for this referencing style:

<https://lo.unisa.edu.au/course/view.php?id=3839§ionid=61510>

The reference style used for 'Sonography' is different to what we will be using for this assignment as it uses Vancouver referencing style. We acknowledge the difference, but the university does not support this referencing style which is why we will use IEEE. For more information on Vancouver

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referencing style refer to the referencing guidelines in the 'Sonography' author guidelines:

[http://onlinelibrary.wiley.com/journal/10.1002/\(ISSN\)2054-6750/homepage/ForAuthors.html](http://onlinelibrary.wiley.com/journal/10.1002/(ISSN)2054-6750/homepage/ForAuthors.html)

Tables:

If you are using tables, they should be self-contained and complement, but not duplicate, information contained in the text. Number tables consecutively in the text in Arabic numerals. Tables can be displayed within your discussion for the purposes of this assignment (no separate page required) but must have the legend and title beneath them. Legends should be concise but comprehensive. The table, legend and footnotes must be understandable without reference to the text. Vertical lines should not be used to separate columns. Column headings should be brief, with units of measurement in parentheses; all abbreviations must be defined in footnotes. Footnote symbols: †, ‡, §, ¶, should be used (in that order) and *, **, *** should be reserved for P-values. Statistical measures such as SD or SEM should be identified in the headings.

Figures:

All illustrations (line drawings and photographs, ultrasound images) are classified as figures. Usually, manuscripts will ask all figures to be cited in consecutive order within the text. The following format is generally used: <insert figure 1 here>. Each figure is then supplied as a separate page, with the legend below the figure. For the purposes of this assignment, please include the <insert figure 1 here> format but then include the image within your text as you normally would. This will allow your marker to follow your work in a more streamlined manner.

Acknowledgements: Please confirm if you have obtained consent to publish from the patient or carer outlined in a case report.

TASK 3

While writing your manuscript for your report, there are a few things that you should consider.

As this is a manuscript, it should be written in a clear, concise, and direct style.

Manuscripts are generally submitted as Word documents (.doc, .docx; not write-protected), double-spaced with numbered pages and should include the abstract, the main text, references, tables and figure legends. Division of the paper should be indicated clearly by major headings and subheadings.

If using the proprietary name of ultrasound equipment, then the name and location of the manufacturer should be placed in parentheses.

In general, terms should not be abbreviated unless they are used repeatedly, and the abbreviation is helpful to the reader. Initially use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation only.

All measurements must be given in SI or SI-derived units. Please go to the Bureau International des Poids et Mesures (BIPM) website at <http://www.bipm.fr> for more information about SI units.

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TASK 4

Of the utmost importance when writing a case report that will be published is maintaining patient and workplace confidentiality. Here are a few things that you must consider and thoroughly check before submitting your report.

No reference should be made which will identify a patient. Names, initials, hospital record numbers, dates and personal details must not be included in the manuscript or on any imaging. All images used must also be de-identified.

Please obtain written consent to publish your images/use their case for your assignment, from the patient or carer outlined in your case report. Written consent must also be obtained from patients for the use of any photographs used in your manuscript which can identify them. This can be done as per your workplace guidelines regarding gaining consent for using patient images for presentations or case studies.

If you are using images from your practice, you MUST include a signed statement from your workplace supervisor at the end of your assignment stating that you have followed your workplace patient confidentiality protocols and have permission to use the case for your assignment. A pro-forma document for supervisor permission to use a case and images from your workplace can be found on the course learn-online site (look within the 'Assessments: Case Study Report' section) as well as the University regulations regarding patient confidentiality and the SA Health policy that has recently come in to affect. Please also read the document – 'Keeping details of patients, clinical sites and clinical peers private' – that can be found within the 'General Resources' section on the course learn-online site for further details.

For further information regarding your report, you can also refer to the author guidelines for 'Sonography' by clicking on the following link:

[http://onlinelibrary.wiley.com/journal/10.1002/\(ISSN\)2054-6750/homepage/ForAuthors.html](http://onlinelibrary.wiley.com/journal/10.1002/(ISSN)2054-6750/homepage/ForAuthors.html)

We encourage students to submit their completed case studies for publication in professional journals or as conference presentations. It is recommended that you edit them using your assessor's valuable feedback. Since this work has been completed towards your studies at University of South Australia, you should acknowledge UniSA in your publication/presentation and discuss with your course coordinator.

TASK 5:

Now you are ready to submit your word document for the assessment.

You will need to submit your assignment, including all images and references in one word document into the submission link within the 'Assessments: Case Study Report' section. Please ensure that you run your assignment through Turnitin to generate a report as per university policies. Also, do not convert your assignment to PDF, please leave as a word document so that Turnitin can generate a report.

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Marking Guide (Rubric)

You will be graded on your ability to identify relevant information from multiple sources and recount it accurately, as well as presenting your work in a professional and informative style.

The marking rubric is what you will be graded against, and feedback will be provided in your submitted word document report as well as on the marking rubric.

A marking rubric has been provided for you within the 'Assessment: Case Study Report' section on the course learn-online site.