

## Clinical Case Report or Series Guidance

### WHAT IS A CLINICAL CASE REPORT/SERIES?

A case report/series provides a detailed report of the signs, symptoms, diagnosis, treatment and follow-up of an individual patient. Case reports/series describe unusual or novel occurrences and provide practical knowledge in patient management for medical professionals.

### WHY PUBLISH A CASE REPORT/SERIES?

The reasons to conduct a case report/series include to highlight:

- an unexpected association between diseases or symptoms;
- an unexpected event in the course observing or treating a patient;
- rare or unique features of a disease;
- findings that provide novel understanding on disease pathogenesis;

### WHAT DOCUMENTATION AND PROCESSES ARE REQUIRED FOR A CASE REPORT/SERIES?

#### 1 to 4 patients:

1. Signed patient consent form from all patients;
2. Record details on the EMR including a scanned copy of the consent form;
3. Write and publish case report/series;
4. Notify Research Office of the case report/series via email to: [research@sah.org.au](mailto:research@sah.org.au), attaching a copy of your manuscript. No ethical approval is required, however, a database of case reports/series is maintained and we appreciate your contribution.

### WHEN IS ETHICAL REVIEW REQUIRED FOR A CASE REPORT/SERIES?

Larger case reports/series may produce generalisable findings and meet the definition of research. In this case, ethical review is required and the following documents submitted to the Research Office:

#### 5+ patients:

1. Signed patient consent form from all patients;
2. Complete AHCL Protocol Template- Observational or Experimental Design (not sponsored clinical trial);
3. Scan and attach consent on the EMR;
4. Submit 1 and 2 above to the AHCL Research Office: [research@sah.org.au](mailto:research@sah.org.au), for ethical review.
5. Following ethical approval, write and publish case report/series.
6. Forward copy of the manuscript to the research office: [research@sah.org.au](mailto:research@sah.org.au).