



CASE STUDY SUBMITTER'S HANDBOOK AND GUIDELINES

Saving Lives One Cell at a Time™

Please read the enclosed information carefully.

**American Society of Cytopathology
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Basic Information

The American Society of Cytopathology (ASC), founded in 1951, is a distinguished national professional society of physicians, cytotechnologists and scientists who are dedicated to the cytologic method of diagnostic pathology. The ASC's diverse membership of more than 3000 individuals shares a vision of education, research, and continuous improvement in the standards and quality of patient care.

Case Studies provide an interactive distance-learning experience to interesting cases in the field of cytopathology. Each Case includes objectives, images, a clinical history, along with a multiple-choice diagnosis followed by discussion, review images and references. This Program offers 1 CME credit per Case Study and is free to ASC Members.

Case Studies are presented on the ASC Web site and may also be featured in *The ASC Bulletin* or *JASC*. All submissions are reviewed by *The ASC Bulletin* Editorial Board before being accepted for presentation. You will receive notification that the Case was received and again once it has been reviewed by the Committee.

ASC National Office Staff

The ASC National Office is your link to the Case Study Program. If you have questions or problems, please contact the ASC National Office. If you have questions about content or medical aspects of your presentation, please contact *The ASC Bulletin* Editor.

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The following information is to help you submit a Case Study to the American Society of Cytopathology using our online submission site.

Disclosure Information

The ASC has implemented a process where everyone who is in a position to control the content of a CME activity must disclose to us all relevant financial relationships with any commercial interest and any conflicts of interest must be resolved prior to the CME activity. Information will be reviewed by the appropriate course director, planning/editorial committee chair, or planning/editorial committee members; a determination will be made to manage the conflict with safeguards against any potential bias. This is not intended to prevent participation unless the conflict of interest is determined to be unresolvable. Refusal to disclose means that you relinquish your ability to participate in the CME activity involved.

Circumstances create a conflict of interest when an individual has an opportunity to affect CME content about products or services of a commercial interest with which he/she has a financial relationship. The conflict of interest depends on the situation and not on the character or actions of the individual.

ACCME and ASC define commercial interests as entities producing, marketing, re-selling, or distributing health care goods or services consumed by or used on, patients (with the exemption of non-profit or government organizations and non-health care related companies). Financial relationships are those relationships in which the individual or his/her spouse or partner benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (excluding diversified mutual funds), or other financial benefit; these are usually associated with roles such as employment, independent contractor (including contracted research), consulting, speaking and teaching, advisory/review panel or board membership, etc. A relevant financial relationship is one that creates a conflict of interest, in any amount, occurring in the 12 months before the individual assumes a role controlling CME content.

In addition, the ASC will provide a PowerPoint template that includes an area on the first slide for disclosure information, where the presenter should indicate whether or not a relationship exists that might be a conflict of interest. The statement may be very simple, with wording such as: "A relationship [or No relationship] exists that represents a possible conflict of interest with respect to the content of this presentation."

Please do not insert logos of your lab or any COI you disclose. Presentations will be returned for editing.

The intent of this disclosure is not to prevent a speaker with a significant financial or other relationship from making a presentation, but rather to provide listeners with information on which they can make their own judgments. It remains for the audience to determine whether the speaker's interests or relationships may influence the presentation with regard to exposition or conclusion.

If you refuse to disclose relevant financial interest, you will be disqualified from being a part of the CME activity.

Off-label Indications of Non-FDA approved products: When an unlabeled use of a commercial product, or an investigational use not yet approved for any purpose is discussed during an educational activity, the faculty must disclose that the product is not labeled for the use under discussion or that the product is still investigational. This information should be included on the slide referenced above.

Should a conflict be identified, the ASC National Office Staff sends an email to the presenter regarding a potential conflict with the ACCME policies. The email outlines the proper steps required for the educational activity to be in compliance with the ACCME. The steps outlined include the following:

1. Full conflict of interest disclosure should be made by the faculty prior to the presentation.
2. The presentation must be unbiased.
3. No marketing or sales information should be distributed or discussed during the educational activity.
4. Responses to questions from the participants that could be viewed a "sales" or "marketing" should be deferred until after the workshop (presentation).
5. A review of the original article and the summary by the Committee ensures the unbiased approach and the objectivity of the presentation.

The Staff and a Committee Member review the presentation to ensure the presenters are not biased. Additionally, an educational committee member will monitor the session. All conflicts of interest are announced at the beginning of the presentation.

Submitting a Case Study

All Cases must have the following information to be considered for presentation.

General Information:

- Presenter/Author's Name/Title
- Address, Phone and Email address: Please include your institution in the address.
- 2nd Author, if appropriate with contact information
- If you are still in training, indicate cytopathology fellow, pathology resident, cytotechnology student, or medical student.

Discussion of Commercial Products or Services: If yes, list Commercial Products and Services.

(See guidelines above.)

Disclosure of any Financial Interests or Affiliations: If yes, list Financial Interests or Affiliations.

(See guidelines above.)

Maintenance of Certification (MOC) Competency Areas: Indicate the competency area(s) addressed in this case study's content.

Case Information

- **Case Study Title:**
- **Case Study Format:** Indicate as Static Images, Virtual Images or both.
- **Category:** Identify category for ease of organizing on the CytoCE learning site - breast, CSF, gynecologic, lung/mediastinum, pancreas/liver, head/neck, fluids, gastrointestinal tract, genitourinary, lymph node/hematopoietic, soft tissue/bone, quality assurance/QA, or other.

Educational (Learning) Objectives: An Educational Objective is an outcome statement that captures specifically what knowledge, skills, and attitudes learners should be able to exhibit following instruction.

Each Case submitted should have a minimum of three (3) objectives and no more than five (5).

Target Audience: Pathologist, cytotechnologist, scientist, national/international audience, fellow/resident, student cytotechnologist, local/regional audience, or others in the field of cytopathology

Case Study Level of Difficulty: Novice, Intermediate or Advanced

Professional Practice Gaps: Identify the reason the professional practice gap needs to be addressed.

Educational need(s) that you determined to be the cause of the professional practice gap(s): Knowledge, competence, performance, etc. (50 words maximum).

State what this CME activity was designed to change in terms of learners' competence or performance or patient outcomes. (50 words maximum)

Why this educational format is appropriate for this activity. Explain in 25 words or less.

Pre-test Images:

- Submit at least one image (up to 6 images) that will be posted with the clinical history for the learner to use to diagnose the case.
- Label images numerically; example – Figure 1 and so on.
- Images must be in .jpg format.
- Image legends should include type of specimen, stain, power of image and description of image.

Clinical History: Include a short paragraph of clinical history and procedure performed.

Case Diagnosis:

Include the correct diagnosis and at least 4 incorrect answers

Post-test Images:

- Submit at least one image (up to 6 images) that will be posted after the learner diagnoses the case.
- Label images numerically; example – Figure 1 and so on.
- Images must be in .jpg format.
- Image legends should include type of specimen, stain, power of image and description of image.

Please provide 5 to 8 questions for CME credit.

- At least 5 to 8 post-test questions with multiple choice answers are needed, and they should be taken from the discussion section of the case study exercise.
- Each question should be relevant to the case presented and constitute the case discussion.
- Questions should be followed with the correct answer and at least three incorrect answers. None of the questions may be “true or false.” None of the answers may be “all of the above.”
- The correct answer should be indicated for each question, followed by a brief discussion with pertinent reference.

Cytopathology Features: A short description of the cytologic features presented in the images submitted for the case study exercise.

Discussion: A brief discussion that conveys the answers to the test questions.

References: Key reference citations should be noted.

Continuing Medical Education

The American Society of Cytopathology is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education (CME) for physicians for this CME activity. Full accreditation information will follow the article/study. It is as follows:

*Accreditation Information**Continuing Medical Education (CME)*

The American Society of Cytopathology is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

AMA Physician’s Recognition Award

The American Society of Cytopathology designates this educational activity for a **maximum of 1 AMA PRA Category 1 credit(s)**[™]. Physicians should only claim credit commensurate with the extent of their participation in the activity.

American Board of Pathology Maintenance of Certification (MOC):

This product can help fulfill the CME requirements and Self-Assessment Modules (SAMs) mandated by the American Board of Pathology MOC process.

Continuing Medical Laboratory Education (CMLE):

The ASC designates these activities for the indicated number of Continuing Medical Laboratory Education (CMLE) credit hours. The CMLE credit hours meet the continuing education requirements for the ASCP Board of Registry Certification Maintenance Program.

This program is approved for continuing education credits in the State of Florida for 1 credit and the State of California for ½ credit.

Conclusion

The ASC Bulletin Editorial Board and the ASC National Office Staff would like to **THANK YOU** for participating in the Case Study program. We hope that you will enjoy your experience as a presenter. We also hope that this handbook will be a helpful source of information for you as you prepare your presentation. Do not hesitate to contact the National Office to help make your experience enjoyable and successful.

THANK YOU!