

Case Conference Format – Revised December 10, 2004

Case Type	Questions to be answered (Reflection)
1. Interesting Case (not usually seen, to be shared with colleagues)	Why specifically is it of interest?
2. Surgical Morbidity	How might outcomes be improved in similar cases?
	Could I have predicted or anticipated this outcome?
	Is this outcome preventable?
	What communication barriers may have contributed to this outcome?
3. Anesthesia Morbidity/Mortality: No deviation from standard practice, + sequelae or questions	What is the standard of care in this type of case?
	How did this case differ from others of its kind?
	What were the unusual circumstances that contributed to the outcome?
	What anesthetic related decisions contributed to the outcome?
	Having the benefit of hindsight, what if anything would you change?
4. Anesthesia Morbidity/Mortality: Deviation from standard practice, no sequelae	What is the standard of care in this case?
	What was the deviation from the standard of care?
	What were the compelling reasons for the treatment/management decisions?
	What other options were considered?
5. Anesthesia Morbidity/Mortality: Deviation from standard practice, + sequelae	What is the standard of care in this case?
	What was the deviation from the standard of care?
	What other options were considered?
	What were the compelling reasons for the treatment/management decisions?
	How are/were the sequelae managed?
	What procedural processes will result from this deviation/outcome (e.g. Root Cause Analysis)?

Guidelines:

I. Presentation

- a. Power Point – Large text (≥ 24 point font)
- b. Format
 - i. Title
 - ii. History
 - iii. Physical Exam
 - iv. Perioperative plan
 - v. Anesthetic management (must include full screen anesthesia record)
 - vi. Postoperative course
 - vii. Determination of case type
 - viii. Evaluation and Reflection
- c. Timing – Schedule for 25 minutes, unless otherwise directed
 - i. Case 10-12 minutes
 - ii. Discussion 13-15 minutes
 - iii. Assume approximately one minute per slide

II. Discussion

- a. Audience participation
 - i. Minimize questions until presenter has finished the anesthetic management (see I.b.v. above), unless to clarify a slide or point; questions/discussion will then be fielded as the presentation continues.
 - ii. The atmosphere will be one of support so that the presentation will be **reflective** rather than defensive.
 - iii. Questions and comments should address specific points, and should be supported by published data whenever possible.
 - iv. Only one person shall speak at a time; moderator will determine the order of questions
- b. Guest faculty
 - i. Are invited and encouraged to participate whenever possible
 - ii. Should adhere to the above guidelines

III. Moderator

- a. Enforces the above guidelines
- b. Manages conference time