



2021 Case Report Contest

Checklist

Use this checklist to assist you in planning, writing and compiling your case report. This checklist is not exhaustive but includes a great deal of useful information. We strongly recommend that you follow the MNZ Case Report Guidelines and refer to the marking rubric to give yourself a greater chance of submitting a quality report which meets all the requirements.

Most importantly, enjoy working on your Case Report!

Checklist

- I have ensured that I meet the eligibility criteria before beginning work on the case report
- I have read the MNZ Case Report Guidelines, marking rubric and supporting documents prior to starting work on the case report and understand the requirements
- I have discussed my proposed case report with my client including the procedures I intend to use
- I have discussed and considered client goals for treatment and answered the client's questions prior to beginning
- I have ensured my client has given their written informed consent and signed the Case Report Informed Consent Form for Publication of Case Report
- I have arranged a Case Report Supervisor for myself (not mandatory)
- I have formulated a research question for my case report
- I have read applicable research literature to help inform my case report
- I have considered relevant assessment measures and have checked out their reliability and validity
- The treatment I have planned and delivered is within my scope of practice
- The treatment I have used is evidence-informed (supported by research, clinical experience and incorporates client goals and preferences)
- I have followed the MNZ Case Report Guidelines and used the required format
 - Structure
 - Language and grammar
 - Font and size
 - Word count 3000-6000 words (excluding cover page, headings, tables/charts, references)
 - APA referencing
- Prior to submitting my Case Report, I have:
 - Completed and attached the Case Report Declaration Form
 - Included any required proof of NZ residency or current valid work visa
 - Attached the signed Case Report Informed Consent Form for Publication of Case Report