

Guidelines for Medical Student Teaching File Case Submission

Checklist Before Submitting Case:

1. Use the standardized “UNC Teaching File Template” available on the Rad Edu website. You may add/delete slides or make adjustments to the order to fit best with your case, but try to keep the same formatting and general flow of the slides. This helps keep the published teaching files cohesive.
2. Make sure all patient information has been removed from the images and all slides are HIPAA compliant. (Best to initially save images without any text or annotations).
3. Note, if any special animations or videos are used in your live presentation these will be lost as the case file will be converted to pdf for publication on the website.
4. Note, often there is content that is discussed during the live presentation that is not on the slides. This information needs to be added to the teaching file so the reader can understand the case and imaging findings when looking through the case on their own. It is especially helpful to add annotations with labels to the radiographic images.
5. If you don't title your presentation for your live presentation, please add a title on the first slide. Can be the presenting symptom (i.e. right upper quadrant pain), generic term (i.e. renal mass), or the specific diagnosis (i.e. renal cell carcinoma). This title is usually the term used for listing your case on the website.

The Review Process:

1. Submit your teaching file to the UME director, Dr. Kassie McCullagh (kassie_mccullagh@med.unc.edu) and CC your course director(s) on the email. Preferred format for initial case submission is PowerPoint or Keynote.
2. The case is anonymized and submitted for peer-review by other medical students that have previously taken a RADY course.
3. Reviewer comments are shared with the author. (Almost all cases have some suggested edits).
4. Student should make edits to address the reviewer's comments.
5. Resubmit the case file to Dr. McCullagh after edits are made.
6. If edits are satisfactory, the case will be published on the UNC Radiology Medical Student Website and the author will receive an email when it is published.