

HIV ADVANCED (YEAR 2) PHARMACY RESIDENCY

SCHOLARLY WRITING*

* activity in addition to preparing manuscript and poster/oral presentation of residency research project

Goal of the activity:

Develop professional leadership by responding to a knowledge gap by preparing and submitting a manuscript for publication for a medical or pharmacology scientific peer-reviewed journal **OR** a poster for presentation at a scientific conference.

Objectives of the activity:

- Manuscript

1. Write a clear, concise and relevant manuscript for a medical or pharmacology scientific peer-reviewed journal.
2. Communicate clearly with respectful language and appropriate terminology to the editor and the reviewers.

- Poster

1. Write a concise, accurate and visually appealing poster describing a study or a case report for a presentation at a scientific meeting.

Expected outcome:

In addition to writing a first draft of the manuscript of the residency research project, the resident is expected to successfully write either one manuscript **OR** a poster during the residency year. For the manuscript, if time permits during the residency year, the resident should proceed with submission of the manuscript for publication to the selected journal and respond to the reviewers' comments. For the poster, if the scientific conference is during the residency year, the resident is encouraged to participate in the conference if possible and present the poster verbally.

If the resident does not achieve the expected level of performance (i.e., proficient) with this activity, the resident will be given another opportunity to demonstrate scholarly writing through a different project (i.e., bulletin, drug information request, etc).

A resident who wishes to write more than one manuscript or poster (excluding the residency research project manuscript) during the residency year is welcome to do so as long as it does not significantly interfere with their other residency program rotations and related activities or

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hinder their work-life balance. Each scholarly writing activity (i.e., not just the first) will be self-assessed and assessed by the preceptor.

Supervision:

The resident will be supervised and assessed for this activity by a residency preceptor. This activity will be included in a rotation. The resident is expected to complete this activity independently but may consult his/her preceptor for any questions.

Process for manuscripts:

1. During the course of the residency year, the resident will reflect on possible topics for publications. These will be presented to the coordinators (and preceptors if pertinent) for approval. One of the approved manuscript ideas will be selected by the resident. The manuscript should contribute to the body of professional knowledge and be relevant to the field of HIV or associated conditions / complications.
2. At least one of the residency program preceptors will be identified as the person(s) responsible for supervising and assessing the resident for this activity.
3. The type of manuscript to write can vary. Possible types of manuscripts include, but are not limited to:
 - Case report / case series
 - Pharmacokinetic study / drug-drug interaction study
 - Observational study/pilot study
 - Randomized, controlled interventional study
 - Therapeutic review
 - Systematic review / meta-analysis / scoping review
 - Guidelines/clinical recommendations

For this activity, the resident is not expected to complete a second research project (in addition to the residency research project). However, they can collaborate with a residency coordinator or preceptor that already has an ongoing research project (i.e., data collection completed and results ready for writing of manuscript).

4. The resident must determine his/her personal objectives for this activity.

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5. The resident must identify journals appropriate for manuscript submission, based on target audience, readership, indexing, impact factor, length of manuscript and expected numbers of figures/tables. The possible journals must be presented to the preceptor and approved.
6. The resident must follow the “Instructions for Authors” of the scientific journal chosen, including the abstract requirements, subsections to be included, maximum number of tables/figures, maximum word count and format of references.
7. In general, the manuscript should include the following sections: title page, abstract, key words, introduction, methods, results, discussion, conclusion, tables and/or figures including titles and legends, acknowledgements, disclosure of conflicts of interest, references, supplementary material (if applicable).
8. A first draft of the manuscript will be submitted to the preceptor(s) for review. The resident will then receive comments and will be given the opportunity to make modifications as needed.
9. The resident will be responsible to submit the subsequent version to co-authors for further comments and make modifications as needed.
10. The resident will then be expected to submit the manuscript to the chosen journal for publication. For this, the resident will have to prepare a cover letter. This should include: attestation of original work, comment that manuscript not under consideration for publication by another journal, contribution of authors to the manuscript, summary on importance of submitted work to the published body of literature (including highlight of existing gaps in knowledge or therapeutic controversies which manuscript helps to address), if data was presented elsewhere prior to submission (i.e., oral abstract, poster presentation at a conference), suggested reviewers (if necessary).
11. If the resident receives reviewers’ comments before the end of the residency year, the resident will be invited to make the necessary changes and prepare a letter responding to the reviewers’ comments. Rebuttals should be clearly articulated with appropriate justification. If the reviewers’ comments are only available after the end of the residency year, the past resident will still be invited to complete this but this task will not be assessed.

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12. If the resident receives author proofs/queries before the end of the residency year, the resident will be invited to respond to these in a timely manner (< 48 hours). If the author proofs/queries are only available after the end of the residency year, the past resident will still be invited to complete this but this task will not be assessed.

Process for posters:

1. The residency coordinators and/or preceptors will inform the resident if any abstract submissions for poster presentations for their research work need to be done. The resident can also make suggestions for abstract submissions. The abstract to be submitted for poster presentation will be approved by a residency preceptor in collaboration with the residency coordinators. The poster should contribute to the body of professional knowledge and be relevant to the field of HIV or associated conditions / complications.
2. At least one of the residency program preceptors will be identified as the person(s) responsible for supervising and assessing the resident for this activity.
3. The poster can be to present preliminary or final research results or an interesting case report or case series (if the targeted conference allows these types of submissions).

For this activity, the resident is not expected to complete a second research project (in addition to the residency research project). However, they can collaborate with a residency coordinator or preceptor that already has an ongoing research project (i.e., data collection completed and results ready for presenting at a scientific conference).

4. The resident must determine his/her personal objectives for this activity.
5. If not already determined, the resident must suggest appropriate conferences for abstract submission, depending on the nature of the study/data, target audience and attendance. Potential options will be presented to the preceptor who will then select and approve the choice of the conference.
6. The resident must follow the “Instructions for Presenters” of the scientific conference, including the abstract requirements, poster subsections, format, etc.
7. In general, the poster should include the following sections: title, abstract, introduction, methods, results, discussion / conclusion, tables and/or figures including titles and

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legends, acknowledgements, disclosure of conflicts of interest, references, and contact information.

8. A first draft of the poster will be submitted to the preceptor(s) for review. The resident will then receive comments and will be given the opportunity to make modifications as needed.
9. The resident will be responsible to submit the subsequent version to co-authors for further comments and make modifications as needed.
10. If the scientific conference is held during the residency year and the resident has the possibility of attending, they will be expected to present the poster orally.

Assessment:

The *Scholarly Writing Assessment Form* or *Poster Presentation/Oral Research Presentation Assessment Form*, as applicable, will be used for this activity. The resident is expected to complete the appropriate form as a self-assessment after completing the activity. The preceptor will also complete the same assessment form, including the assessment of the resident's personal learning objectives. The resident and preceptor will then review the assessment together. The resident and preceptor must then sign the assessment form in a timely manner (i.e., ≤ 1 week after completion of the manuscript/poster). Note that the completion of the assessment form can be deferred to after submission of the manuscript for publication and response to the reviewers or after oral presentation of the poster.

The resident must achieve an overall score of proficient to pass this activity. See above (section expected outcome) for remedial action if the first scholarly writing activity is not passed.

References / Useful tools:

- Anonymous. Guidelines to writing a clinical case report. *Heart Views*. 2017;18(3):104-105.
- Cornell College. Research paper rubric (Figure 1). Mount Vernon, Iowa, USA.
<https://www.cornellcollege.edu/LIBRARY/faculty/focusing-on-assignments/tools-for-assessment/ResearchPaperRubric.pdf>
- Jackevicius C. The value of case reports. Editorial. *Can J Hosp Pharm*. 2018;71(6):345-346.

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- Kalpakjian CZ, Meade M. Writing manuscripts for peer review: your guide to not annoying reviewers and increasing your chances of success. *Sex Disabil.* 2008;26:229-240.
- Packer CD, Katz R, Iacopetti CL, Krimmel JD, Singh MK. A case suspended in time: the educational value of case reports. *Acad Med.* 2017;92:152-156.
- Rison RA. A guide to writing case reports for the *Journal of Medical Case Reports* and *BioMed Central Research Notes*. *J Med Case Rep.* 2013;8:239.
- Rison RA, Shepphird Kelly J, Kidd MR. How to choose the best journal for your case report. *J Med Case Rep.* 2017;11:198 DOI 10.1186/s13256-017-1351-y
- Swygart-Hobaugh AJ. Rubric for original research project. Cornell College, Mount Vernon, Iowa, USA. <https://www.cornellcollege.edu/LIBRARY/faculty/focusing-on-assignments/tools-for-assessment/original-research-rubric.pdf>
- The University of Vermont College of Nursing and Health Sciences, Doctoral Program of Study in Human Functioning and Rehabilitation Sciences. Criteria for Assessment of Research Article. [https://www.uvm.edu/sites/default/files/media/Criteria for Assessment of Research Article.pdf](https://www.uvm.edu/sites/default/files/media/Criteria%20for%20Assessment%20of%20Research%20Article.pdf)

+ sample research posters – see UHN P://drive

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