

Joint Conferences

Why: To discuss interesting cases involving the Emergency Department and other departments to improve systems-based practice and learn from each department's unique approach

Format: The allotted time for the joint conferences is 1 hour, which is generally divided evenly between the EM and other service's presenters. Your portion of the presentation consists of the ED course from triage to the point at which the patient left the ED. The other department will then present the remainder of the clinical course. The entire case should take 35-40 minutes to present in order to leave time at the end for audience questions and discussion. Finally, a brief review of the literature and teaching points should be presented (either by the you or by the other service's resident, or both – to be arranged beforehand).

How to find a case: These cases are obtained from the academic chief resident who will work with the appropriate liaisons in the ED to find a suitable case.

Co-presenters: You will need to discuss how to break up the case presentation and any final discussion / literature review with your co-presenter. Check with the academic chief resident to obtain contact information for the co-presenter.

When to start: At least **1 month** prior to your scheduled presentation date

What to include: Include the history, vital signs, physical exam, labs, x-rays, CT scans, EKGs, and consultant opinions as they were obtained during in the patient's course. You should obtain the relevant images for x-rays, EKGs, and CTs for display in your presentation. Remember that to construct the case for the audience, it is crucial to chart a time course so that the case can be followed as it evolves over minutes to hours.

When to finish: At least **1 week** prior to your scheduled presentation date

Tips:

- Start early. Be prepared. Be on time
- Know the case well, especially the timeline
- Speak with the involved residents, attendings, and consultants so that you know their thought process
- Ask for help early if you need guidance
- Email your presentation to the academic chief resident at least **1 week** prior to your talk
- Practice your presentation
- Leave time for discussion and questions at the end.
- Keep your discussion short and relevant. It should evidence-based and from the literature but not weighty. Salient, light, and airy. You are NOT giving a core lecture!

Final request: Get your entire presentation (slides, images, videos, etc...) to the academic chief resident 1 week prior to your talk so that he can be familiar with the case and your discussion and also to ensure that there are no computer mishaps.

PLEASE REFER TO THE SUGGESTED CHECKLIST / TIMELINE FOR GUIDANCE

Suggested Checklist / Timeline for Case-Based Conferences (M&M, Interesting Case, Trauma, and Joint Conferences)

- Start Early. Be proactive in finding a case.**
- 1 month before:** Contact the academic chief resident with help in obtaining a case
- 1 month before:** After obtaining the case, start to research via IBEX / EDR or A4 / Mysis
- 1 month before:** Speak with the residents & attendings involved to supplement chart history
- 3 weeks before:** Start to think about how to structure presentation. Contact any co-presenters
- 3 weeks before:** Begin working on presentation (this gives you two full weeks to work on it!)
- 3 weeks before:** Consult with your faculty mentor or academic chief if you need guidance
- 1 week before:** Finalize presentation
- 1 week before:** Email completed presentation to academic chief resident
- 1 week before:** Practice your presentation. Practice it again. And again...
- 1 week before:** Be sure to personally invite the involved clinicians to your presentation
- 1 day before:** Rest / Relax / Sleep /
- Day of:** Be on time! Stay calm. You'll do fine.