



**College of Intensive Care Medicine
of Australia and New Zealand**

ABN: 16 134 292 103

FORMAL PROJECT REQUIREMENTS

1. INTRODUCTION

The ability to plan, undertake, write and present a research project is an important part of training in intensive care medicine. The trainee should acquire an understanding of research methods, and an ability to critically analyse scientific literature and should develop a questioning attitude to their own clinical practice. To encourage the development of these skills, all trainees are required to submit a project report before the completion of training.

The project is not a prerequisite for presenting for the CICM Fellowship Examinations.

2. Type of Project and Method of Reporting

- 2.1 The project should preferably be a prospective scientific study, but may be an evidence-based, systematic review, a retrospective study or a case series. Individual case reports will not be accepted. Where appropriate, approval by an institutional Ethics Committee must have been granted.
- 2.2 Unless it is a thesis the project must be reported in the style of a paper for a peer-reviewed journal. Trainees are referred to 'Preparation of Manuscripts' in the 'Information for Authors' section in Critical Care and Resuscitation 2004; 6: 74-76. For example an original paper should include:-
 - 2.2.1 An abstract.
 - 2.2.2 An introduction (including objectives or an hypothesis).
 - 2.2.3 A description of patients, methods and results (as applicable).
 - 2.2.4 A discussion including referenced literature review.
 - 2.2.5 A conclusion.
- 2.3 A scientific paper already accepted for publication in a journal which referees all manuscripts will require no further modification before submission. Other requirements necessary for evaluation by the College (2.5 and 3.2) must be met and proof of acceptance or publication must be provided together with the accepted manuscript.
- 2.4 Project reports completed in conjunction with training toward other Fellowships may be submitted for consideration. Other requirements necessary for evaluation by the College (2.2, 2.5 and 3.2) must be met.

- 2.5 The trainee must be the first author of the project report and should present the project at a regional or national scientific meeting. If this is not feasible, presentation at a major hospital forum is acceptable provided it involves a discussion period in which the trainee is answerable to the audience.
- 2.6 The project report should ideally be submitted for publication though publication is not mandatory.

3. **Role of the Supervisor of Training**

- 3.1 Supervisors of Training are encouraged to advise trainees on the selection and conduct of the project and preparation of the final report. The Supervisor of Training must critically review the final manuscript to ensure its suitability for submission. Supervisors may involve other senior colleagues experienced in research in any or all of these components.
- 3.2 The Supervisor of Training is required to provide an evaluation of the project report on the prescribed form. This form also requires written confirmation that the trainee has presented the project at an appropriate forum (refer 2.5), has been a major contributor to the project and is the first author of the report.

4. **Project Submission and Evaluation**

- 4.1 The trainee must forward three copies of the completed project report to the College Administrative Officer (Training).
- 4.2 Each report will be assessed by at least two reviewers and trainees will be notified of the outcome in writing. If the Assessors do not achieve consensus, the Censor or the Chairman of the Formal Project Assessment Panel will have the deciding vote on the acceptance (or rejection) of the Project Report.
- 4.3 Where a project report is assessed as unsatisfactory, trainees may request reconsideration by the Training Committee at its next meeting. The final decision may be subject to the Appeals Process.
- 4.4 The standard required for acceptance will vary somewhat with the nature of the report. Case series and systematic reviews will be assessed against the standard of a manuscript published in Critical Care and Resuscitation. Manuscripts published in peer-reviewed journals and theses accepted for higher degrees (MD, PhD) will not normally require extensive review. However, theses will be expected to have a minimum content of a single, well conducted and well reported scientific study. If the project has been written or published in a foreign language, the onus remains with the trainee to submit the project in a form that enables assessment in English.

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