

# Anesthesia Toolbox

## General Comments for all Submitted Content

*Please review the specific instructions in your email for the content you are creating (i.e lecture, podcast, online module, OSCE, SIM, etc.). If you need those resent, email [info@anesthesiatoolbox.com](mailto:info@anesthesiatoolbox.com).*

## Cover Page

All identifying information should be on the cover page **only**; please leave off names, institutions, etc. off all other uploaded materials.

## Learning Objectives

For the purpose of ASA CME programs, provide three learning objectives that:

- Are congruent with identified gaps, and to reflect our CME mission to improve (at least) competence.
- List each objective in learner-oriented, not faculty-oriented, terms
- List each objective in measurable terms
- Consist of only one action or outcome
- Complete this statement: "Upon completion of this learning activity, participants should be able to..."

## References

When citing a reference use the proper format:

Last name first name initial, comma only between authors. Title. Source. Year; Volume: Pages.

List no more than 3 authors then use et al. Do not use the et al after one or two authors.

No italics, no quote marks or doi information.

Jones B, et al. Title of the article. Anesth Analg. 2009;15(2):145-52. 14 pt font.

### Journal:

Carli F, Mayo N, Klubien K, et al. Epidural analgesia enhances functional exercise capacity and health-related quality of life after colonic surgery: Results of a randomized trial. Anesthesiology. 2002; 97:540-9

### Book:

Barash PG, Cullen BF, Stoelting RK. Clinical Anesthesia, 3rd edition. Philadelphia, Lippincott-Raven Publishers, 1997, pp 23-4

### Chapter:

Blitt C. Monitoring the anesthetized patient, Clinical Anesthesia, 3rd edition. Edited by Barash PG, Cullen BF, Stoelting RK. Philadelphia, Lippincott-Raven Publishers, 1997, pp 563-85

## Images

Please make sure all figures/drawings/art/pictures are your own, royalty free, and/or properly cited if from a journal article. **Make sure all pictures avoid other people or HIPPA protected information.**

READ AND VERIFY COMPLIANCE BEFORE USING IMAGES: Only de-identified ultrasound images may be used in submission. If ultrasound images contain any patient identifying information (e.g., patient name, date of birth,

medical record number of other account number), it is your responsibility to remove the identifying patient information using a de-identification tool before uploading the images for review. Please **remove ALL Protected Health Information (PHI)** from clips before uploading. [ClipDeidentifier](#) is a free tool you can use to remove patient data.

Consider sources for Openly Licensed Medical Images and websites with free stock photos.

### Scientific Integrity

The goal of the Toolbox is to provide educational material that is of high quality. The ASA provides the following guidelines when preparing educational material for their CME events and these should also be considered for Toolbox presentations.

- Presentations must be free of commercial bias for or against any product.
- Presentations must give a balanced view of therapeutic options. Faculty use of generic names will contribute to this impartiality. If trade names are used, those of several companies should be used rather than only that of a single supporting company.
- Presentations that include commercial products must present objective information about those products, based on scientific methods generally accepted in the medical community.
- Information presented must conform to the generally accepted standards of experimental design, data collection and analysis.
- If unapproved uses of a product or service are discussed, inform the audience.
- The content of slides and reference materials are the ultimate responsibility of the faculty author.
- The preponderance of slides included in the presentation should reflect original thoughts and organization of the speaker.
- It is the responsibility of the faculty presenter to obtain written permission for print inclusion of material that is under copyright protection.
- Material presented from trial results must include information on study design, subject selection and participation/compliance, therapeutic agents administered including source/dosage, adverse effects encountered, funding source, etc.
- Faculty must offer a balanced presentation of all available trial data that is pertinent to the topic.
- The preponderance of data presented from clinical trials should be from peer-reviewed publications.

### Intellectual Property

Authors retain all rights to submitted content. You may use, alter, create derivative works, etc for your submitted content. You do not give up any or your rights to your content but submitting it to the toolbox.

The Anesthesia Toolbox agreement grants a limited license for the toolbox to publish your submitted content and for toolbox members to use the content for educational purposes within their institution. In addition, the toolbox agreement allows the toolbox to create CME or subscription products within the toolbox for sale. Revenues generated from such products are intended to make the toolbox a self-sustaining organization.

The Anesthesia Toolbox is meant to be a high-quality publishing outlet for faculty to share educational resources and work product. **The Toolbox peer review process** is structured in the same manner as a traditional print journal. We maintain an editorial board and staff, we subject all works to peer-review in much the same way as print journals including invited expert reviewers that respond with written critiques of submitted material.

## **Publication and Academic Credit**

Once material is published in the Anesthesia Toolbox it can be used to support promotion and advancement for the author. The Anesthesia Toolbox uses established conventions for citing digital content and online resources.

We highly recommend you view these videos to help you craft engaging lectures:

- <http://vimeo.com/24148123>
- <https://vimeo.com/101543862>