

## **Welcome to the Radiation Oncology Teaching Modules**

The RFS set out to create the Radiation Oncology Teaching Modules with the support of the ACR, created by residents for residents, to supplement residents' learning resources.

We hope you find cases in every disease site that highlight the important aspects of clinical radiation oncology to prepare for both the clinical written/oral board exams as well as your day-to-day practice.

### **We Need You!**

Not only do we hope you find the cases informational and supplemental to your every day learning, we also hope that you will help contribute to the success of this database. We depend on case submissions from residents and their staff to build the database - without your submissions, this database will not succeed. In appreciation for your submission, the ACR will reimburse \$80 to the primary submitting author for each accepted case. For every three cases submitted and accepted to the database, the author can earn \$300 (see below).

### **General Instructions for Submission**

1. Identify a case in the disease sections below and e-mail the appropriate faculty section editor for approval prior to developing the case
  - a. Sections for cases: CNS, Pediatrics, GI, GU, Thoracic, Soft Tissue, Head and Neck, Breast, GYN, Skin, Benign Diseases or Palliation
2. Acceptance of each case will depend on previously approved and submitted cases for review. The goal of the teaching module is to develop a comprehensive list of cases to aid in studying
3. The editor will approve or suggest another topic. If approved, please follow the submission template to ensure you meet all requirements for case submission
4. Email the completed case to the approving editor
5. Once the case has been reviewed and revisions completed, you will be eligible for reimbursement as outlined in the reimbursement section.

### **Case Submission Criteria**

1. All cases must be reviewed by a staff radiation oncologist prior to final submission.
2. Use the **Powerpoint Template** and ensure all sections are completed
3. Include: Author's Name, Staff's Name, Institution, contact email and phone number, address where you would like the reimbursement mailed.
4. History of present illness
5. Any relevant images, which must be completely anonymized (remove all names, institution, age, etc)
6. Minimum of 6 and maximum of 10 questions. All questions should have answer

- choices. No staging questions are allowed
7. Questions in any category may relate to:
- a. anatomy
  - b. epidemiology/etiologic agents
  - c. natural history of disease
  - d. pathology
  - e. tumor markers
  - f. initial clinical evaluation
  - g. routes of local, regional and distant spread
  - h. selection of treatment modality
  - i. radiation therapy techniques (including external beam, brachytherapy and treating with unsealed radioactive agents)
  - j. treatment results (e.g., with surgery, radiation therapy, or chemotherapy)
  - k. patterns of failure
  - l. complications
  - m. normal tissue effects
8. After each question, the correct answer should be identified and the rationale for the answer explained. Also document a reference for the rationale. Do not include copyrighted information such as tables or graphs part of the explanation.
9. Email the completed case to the section editor.

### **Reimbursement Procedure**

1. After submission, the case will undergo "peer review" by the section editor or editors.
2. Reimbursement is based on acceptance of the final submitted case
3. Upon acceptance of a single case, the submitter may request reimbursement of \$80 or may "bank" that case for future credit. Credits may be banked for \$300 / 3 cases.

Section editors will maintain a list of all submitted cases.