

Guidelines for Case Submissions for Competency Review

I. *Original Work*

Case submissions must be the practitioner's original work, with no input or guidance from a supervisor or other practitioner. The purpose of the case submission is to demonstrate the applicant's case-taking ability, analytic and repertorial skills, knowledge of materia medica and case management ability.

II. *Format of submission*

All 10 Cases should be submitted together digitally in Microsoft Word document format.

III. *Client confidentiality*

Avoid referring to the client by name—use a pseudonym and change identifying details mentioned in your notes.

IV. *Style of case presentation*

Cases should be written in complete sentences and paragraphs with good grammar and spelling.

V. *Basic criteria for selection of cases*

1. Client is a human being (veterinary cases are unacceptable).
2. Chief complaint is a chronic illness or condition.
3. There is significant improvement in the chief complaint clearly attributable to homeopathic care.
4. Client is followed up for at least six months *after final remedy is given*.
5. At least three of the 10 cases should include management of an acute illness during the course of consultations.

VI. *Suggested approach to case write-up*

1. Start with a description of the client and your initial impression (1 paragraph).
2. State the chief complaint: *what, where, how long, how severe* (minimum 1 paragraph).
3. Let the client speak. Give a verbatim transcript of the client's words (to the best of your ability), edited for relevance if necessary (minimum 2-3 pages). You do not need to include your own questions unless they are needed for clarity.
4. Give your analysis, in which you identify key symptoms and themes (minimum 1-2 paragraphs).
5. Translate your analysis into rubrics. State which repertory you used. Include a repertorization chart. *If you did not solve the case by repertorization, explain carefully the reasoning that led to the remedy.*
6. List the top 2 – 4 remedies that you considered and write a paragraph for each one, pointing out reasons for choosing or excluding it. Cite your materia medica sources.
7. Write remedy, potency, date.
8. Explain your choice of potency and frequency of dosing (minimum 1 sentence).
9. For each follow-up, give the date and status of all initial complaints. Try to use the client's own words as much as possible.
10. If you change the remedy during the course of treatment, the new remedy should be in the group of top contenders that you originally identified. Otherwise, you need to repeat steps 4 – 6. You should provide at least 6 months of follow-up *after the final remedy selection*.

VII. *Length of case write-up*

Ideally the case should be 5-10 pages.