



The College of
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Le Collège des
médecins de famille
du Canada



What we want
Checklist for reports of committees and task forces

	PRESENT	INCOMPLETE	ABSENT
INTRODUCTION			
A brief description of the situation that prompted creation of the committee is provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dates of relevant events are given	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objectives of the committee are described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMPOSITION OF COMMITTEE			
Explains how committee members were selected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sponsorship, grants, and other financial support for the committee's work are acknowledged clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
METHOD			
Methods used by the committee to develop the principal report are described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REPORT			
Reads as a stand-alone article	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results of the work are presented in relation to initial objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions or recommendations are presented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential effect is discussed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future work is indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCLUSION			
Is consistent with the objectives of the committee or task force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Leduc C. What we want. Part 4: case reports and committee reports [editorial]. *Can Fam Physician* 1996;42:592-3.