



## **Guidelines for Utilizing References**

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References are a major component of the review processes at CIMRO, and help validate the opinions rendered by our physician and health care provider staff members. While standard “textbook” references are often overlooked, they actually may be utilized very effectively to highlight core principles of patient management. Standard references also help orient the quality personnel of a client hospital to accepted practice norms and expectations. For these reasons, including one or two standard references in a patient care assessment typically creates a firm foundation for the overall review.

Timeliness of references is important, especially with discussions of “cutting edge” technology, techniques, tests, and treatments. CIMRO desires literature references to be as up-to-date as possible; although it is understood now and then an article about a particular topic has not been published in some time.

Regardless of the timing of a particular reference or published article, an effective way to utilize these works is to actually cite a particular part of the reference by incorporating a quote, or paraphrasing a segment. An example might be – “A drug eluding stent was utilized in this case, and although many cardiologists would prefer a bare metal stent this appears clinically to be a moot point. Specifically, in reference #2 (Smith, 2008), the authors note ‘no statistical difference in thromboses’ of the two types of stents at one year”.

Similarly, when internet sources are utilized a particular date of extraction should be included, as well as a specific reference to a part, or parts, of the internet article. Surprisingly, when an internet source such as [www.uptodate.com](http://www.uptodate.com) is utilized, often attached to the end of the topic review is an exhaustive reference list. HELPFUL HINT: Abstracts of these references often may be obtained by simply clicking on the article or publication listed.

Lastly, most hospitals have a library or access to medical literature.

The CIMRO staff are available for guidance with exploring appropriate articles for references. Feel free to contact us for help. Below are some tips that might help you.

- References should be CURRENT (within 5 years) and evidence-based to the maximum extent possible including but not limited to:
  - Peer-reviewed scientific journals or journal articles
  - Academic and professional books written by experts in the relevant field and from a respected publisher
  - Specialty-specific guidelines, books or position statements written from nationally or internationally recognized expert bodies
  - UpToDate articles
  - Drug or product information inserts
- Please list the title of the work(s) cited and, where applicable, the author, publication, year of publication, volume, number and page numbers, and website if applicable.