

2026-2027 Ambulatory Care Curriculum Workgroup Orientation

Orientation Video Highlights Guide

Companion Document to the 2026-2027 Workgroup Orientation Video (July 21, 2026)

[Click here for Video Link](#) | **TRT: 27:03** | Video Loops after 27:00

Chronological Navigation Timeline

Use this table to navigate directly to the specific orientation topics in the recording:

Timestamp	Topic & Video Highlight Description
00:04	Welcome & Orientation Kick-Off Dr. Amik Sodhi welcomes the working group. Highlights how prior style-guide revisions have simplified formatting, meaning less manual work for this year's cycle.
01:14	Standardized Reviewer Checklist Link Introduction of a non-mandatory, internal checklist. It is designed to guide editors and trainee collaborators self-reliantly through script peer-reviews.
02:17	The Login-Free Script Portal Sample site New online portal demonstration. Each script has its own page containing all guidelines, editor emails, and template documents in one centralized, login-free place.
03:37	Downloading Assigned Scripts Demonstration of downloading assigned curriculum files directly as editable Microsoft Word documents from the portal interface.
04:12	Online Script Submissions Replacing back-and-forth emails, this form captures all necessary information.
04:48	WARNING: No Draft Auto-Save Warning: the online portal does not save progress if you get pulled away or refresh. Use the Script Submission Worksheet to compile text offline before inputting. Link

05:45	Uploading Tracked vs. Clean Drafts Instructions for submitting completed reviews. Editors will upload both a 'tracked changes' version and a 'clean' Word file to the portal.
06:53	Script Length & Mature Content Limits Guidelines on keeping mature scripts to their 8 to 12 subsection limits. Editors should replace outdated text rather than continuously expanding scripts.
08:23	Clinical Images & Creative Citations Guidelines on tracking changes and citing figures as outlined in the Style Guide. Link
11:03	Comment Resolution for Round 2 Editors Round 2 editors must actively resolve and close comments so the final executive committee review is clean and readable, instead of leaving open comment boxes, unless the comment is for Drs. Sodhi or Mathai.
12:33	Topic Sign-Up & Workload Balances Discussion of the Google Sheets sign-up process where editors pick three topics of interest to help Dr. Sodhi distribute the workload evenly. Sign-up form
13:50	Round 1 Due Date & Authorship Claims DEADLINE: October 5, 2026. Round 1 submissions are due. Reviewers who perform extensive content overhauls are prompted to submit authorship requests in the form.
15:11	Round 2 Due Date & Publication Timeline DEADLINE: January 8, 2027. Round 2 submissions are due. The executive committee does final checks for an early June 2027 public posting.
16:23	The 'Collaborate' Community Space Introduction of a new, experimental online forum on Collaborate for workgroup editors to ask questions, coordinate and share feedback. <i>Coming Soon!</i>
17:38	Trainee & Fellow Collaboration Rules Rules for supervised co-reviewing with fellows, including submitting Conflict of Interest (COI) forms, while the core editor retains final sign-off responsibility.
18:31	Pre-formatted Cover Page Citations Demonstrated on p. 1 of all 2025-2026 scripts, ready to copy-paste onto CVs. Example
21:08	CV Attribution & Placement Dr. Sodhi recommends placing this editorial and peer-review contribution under the 'Non-Peer-Reviewed Editorial/Writing Work' section of academic CVs.

23:40

Splitting Unwieldy Topics

From Dr. Mathai, if an existing topic is too broad, editors should flag it to be split into two separate topics for future cycles.

Core Workgroup Procedures & Policies

Digital Script Portal Platform

[Step-by-Step Guide](#)

To eliminate email bloat, each curriculum topic is assigned a standalone, bookmarkable web portal. No username or login credentials are required, allowing faculty, fellows, and trainees to access it instantly. Editors download current scripts as Word documents and upload finalized 'tracked' and 'clean' revisions directly through their respective portal.

No Auto-Save Portal Warning

The online form utilized for submitting reviews features conditional logic to capture collaborator names, email contacts, and AI disclosures. However, it does not auto-save draft progress. If the page is refreshed or left idle, entered details will be lost. Reviewers must draft any explanatory comments and AI disclosures offline beforehand.

Standardized Internal Reviewer Checklist

A new, non-mandatory checklist has been introduced to standardise peer-review rigor. It is primarily built to guide first-time reviewers, fellows, and trainee collaborators systematically through the editorial elements of the script.

Mature Script Length Control

The Ambulatory Care scripts are structurally mature, consisting of 8 to 12 core subsections—already stretching the limits of a standard 1-hour trainee session. Editors are requested not to expand scripts or add fresh clinical scenarios. If a critical update is integrated (e.g., a newly approved drug), editors must identify and delete outdated clinical content to preserve the overall mature length.

Image Citations & Creative Rights

All figures, tables, diagrams, flowcharts, or clinical images must be properly attributed within the document. If editors use their own clinical or personal images, they should be cited as 'Courtesy of [Reviewer Name]'. Educational use permits reproducing published or textbook images, provided active web URLs or academic citations are appended.

Trainee Collaboration and COI Rules

Working with fellows or junior faculty is highly encouraged. However, the primary assigned workgroup editor must supervise the work and retain ultimate sign-off responsibility. All co-

reviewers must be registered with APCCMPD via the portal and complete standard Conflict of Interest (COI) disclosures. [Link](#)

Academic CV Placement

To ensure editors receive academic credit for this intensive effort, the front page of every finalized script contains a copy-pasteable formatted citation block listing all authors, editors, and reviewers. Dr. Sodhi recommends categorizing this contribution under the 'Non-Peer-Reviewed Editorial/Writing Work' section of academic curricula vitae.

AI Disclosure

Claude was used to aid in the preparation of this guide.