



## Minimally Invasive Neuroendoscopic Ultra-Early Targeted ICH Evacuation (MINUTE)

### Instructions for Non-Trial Case Submission – MINUTE Surgical Training

#### Instructions for Non-Trial Case Submission

Prospective neurosurgeons are required to submit **four consecutive non-trial cases** for review by the Surgical Leadership Committee (SLC). These submissions are used to evaluate **evacuation adequacy, intraprocedural complications, and unanticipated adverse events.**

#### Eligible Cases

- Cases must be performed **within the past two years.**
- **Basal ganglia and lobar ICH cases** are acceptable.
- Only **endoscopic procedures using Artemis or NICO Myriad** are eligible.
- Procedures performed using **Surgiscope** will **not** be accepted.

#### Case Submission Steps

1. **Download Template**
  - a. Download the submission template on the **WebDCU Training Campus.**
2. **Prepare Cases**
  - a. Compile **four consecutive, non-trial cases within the past two years.**
  - b. Each case must include **three slides** representing the following phases, with associated CT scans:
    - i. **Pre-operative**
    - ii. **Intra-operative**
    - iii. **Post-operative**
  - c. Slides may be copied from the template for each case.
  - d. Clearly label each case (e.g., Case 1, Case 2, Case 3, Case 4).
  - e. **Fully de-identify** all patient information.

### 3. Select CT Slices

- a. For each phase (Pre-Op, Intra-Op, Post-Op), select **three CT slices**.
- b. Ensure that **no two slices are adjacent** (skip at least one slice between selected images).

### 4. Submit Materials

- a. Send completed cases to the **Prime Project Manager (PM)** for review.
  - i. Send to: Ally Qi, [ally.qi@mountsinai.org](mailto:ally.qi@mountsinai.org)
- b. Following SLC review, the PM will issue an **approval form**.
- c. Upload the **signed approval form** to the **WebDCU regulatory database**.

### Co-Surgeon Policy

- Co-surgeons are allowed for the four required cases.
- Prospective surgeons must complete an **attestation form** confirming:
  - All listed surgeons were **present and actively participated** throughout each procedure.
  - The **case number and date** match the associated submission slides.
  - All surgeons are listed on the slides.
- The attestation form is available on the **WebDCU Training Campus** and must be uploaded to the **WebDCU regulatory database**.