

Call for Case Submissions

Abstract Submission Process

Step 1: You will be asked to add your first proposal.

Step 2: You will be asked to complete a Biographical form

Step 3: You will be asked to complete a Disclosure form

Step 4: You will be asked to complete a Speaker Agreement form

Step 5: Enter your title:

- Take special care when entering your title because if accepted, it may be published exactly as submitted.
 - Titles should be concise and descriptive for people trying to select sessions.
 - When entering the abstract title online, use mixed case (do not use all CAPS or all lower case) and do not put a period at the end of the title.
 - Enter the title in the "title" field only and do not enter the title in the body of the abstract.
 - Example of correct title formatting:
 - Correct: This is a Properly Formatted Abstract Title
 - Incorrect: THIS IS AN IMPROPERLY FORMATTED ABSTRACT TITLE
 - Incorrect: This is an improperly formatted abstract title

Step 6: Select a Type of Presentation:

Keep in mind, sessions should...

- Address one or more of the conference objectives. [View](#) Assembly Objectives.
- Help attendees understand how the content will improve or impact their practice and patients.
- Incorporate included language and consider diverse populations and disciplines.

Oral Presentation: A 15 minute presentation of a case study topic focused on issues significant to hospice and/or focused on any of the domains of palliative care faced by the interdisciplinary team including: physical, psychological, social and spiritual.

Poster Presentation: A visual presentation of a case study topic focused on issues significant to hospice and/or focused on any of the domains of palliative care faced by the interdisciplinary team including: physical, psychological, social and spiritual.

Oral or Poster Presentation: the Case Subcommittee will decide if to accept as an oral session or poster presentation.

For either an Oral Presentation or Poster Presentation:

- Topic focused on issues significant to hospice and/or focused on any of the ["Clinical Practice Guidelines for Quality Palliative Care"](#) domains faced by the interdisciplinary team.
- Submissions should further the Annual Assembly [Purpose and Objectives](#).

- The AAHPM & HPNA are supporting nine 60-minute sessions allowing for a total of thirty-six (36) 15-minute presentations, and over 100 visual poster presentations.
- Interdisciplinary teams are composed of representatives from multiple disciplines (e.g. medical physician, nursing, chaplaincy/spiritual, pharmacy, psychology, social work, occupational therapy, physical therapy) who share their expert knowledge from individual assessment of the patient and family to help in formulating one single unified care plan for the patient and family. Interdisciplinary teams work in contrast to multidisciplinary teams which are composed of different disciplines who individually assess patients, share knowledge with the team, then each discipline provides the patient with a separate care plan based on their discipline.

Step 7: Select a topic focused on issues significant to hospice and/or focused on any of the “Clinical Practice Guidelines for Quality Palliative Care.” [View](#) the list of domains.

Step 8: Select an Audience Level

We ask that you identify which Audience Level would most benefit from your presentation. Is the presentation aimed at the more-experienced practitioner, less-experienced practitioner or both?

Step 9: Professional Status

Select from Professional or Professional in Training. A professional in training is anyone currently engaged in formal education or training programs: fellows, advance practice nurses, social workers, residents, students, and others.

If you select Professional in Training, you will be asked to enter your facility name, city, state and degree or goal of program. You will also be asked to include the name and email of your sponsoring faculty member. The faculty member is not required to be at the Annual Assembly.

Step 10: Comments- Include any comments you would like to share with the Case Submission subcommittee. You may include references, but do not list any authors. There is a place to list authors later in the abstract submission process.

Step 11: List minimum of 2/maximum of 5 Measurable-Behavioral Objectives

- Objective- Must be a measurable behavioral objective the attendee should achieve as a result of your presentation. [View](#) instructions on writing instructional objectives.
- Content Description- Provide an outline of the content for each objective. It must be more than a restatement of the objective.
- Time Frame- State the time frame for the objective.
- Presenter- List the presenter for the objective.
- Teaching Method- Describe the teaching methods strategies, materials & resources for the objective.

Step 12: Abstract Text- Abstracts must be 300 words or less that includes the background, case description and conclusion, and is of publishable quality. Please do not include title, authors, or references in the text.

Please keep in mind that when submitting an abstract that attendees want to hear about your work, and how your work can be useful in their practice.

Step 13: Assembly Objectives- You will be asked to select 3 objectives that best correlates with your abstract. [View](#) the Assembly objectives.

Step 14: Pharmacotherapeutic Content- You will be asked to please determine the time your program includes pharmacotherapeutic content. Pharmacotherapeutic time is awarded based on actual presentation time in increments of 0.25 of an hour (which is 15 minutes). Pharmacotherapeutic content time is fairly broad and contact hours are awarded based on actual presentation time dedicated to the following criteria:

- Medication/drug specific information – physiology, pharmacokinetics, pharmacodynamics and bioavailability.
- Rationale for "medication of choice", including evidence-based guidelines, Cost comparison between medications that inform indication and choice.
- Goals of medication therapy, desired effects and evaluation of patient responses including management of adverse reactions.
- Safe medication administration including assessment tools.
- Treatment guidelines which include the use of pharmacological and non-pharmacological and the choice of one or another.
- Special medication dosage situations, including age-specific considerations.
- Results from relevant clinical trials of medications.
- New regulations, guidelines about medications.

Step 15: You will be asked if you are a member of HPNA or AAHPM.

Step 16: You will be asked to agree that if your proposal is accepted, that all presenters listed on your abstract must pay to register for at least the day they are scheduled to present.

Step 17: Authors- a maximum of 8 authors is allowed for each proposal.

- As the submitter, you will be considered the primary author and will receive all communication from the Academy.
- Please consult with your co-authors on how they would like their names to appear prior to submission of the abstract.
- If the co-author you entered is already in the system, please select that record even if the email appears to be different. This is to AVOID creating a duplicate record within the abstract system. A duplicate record will block your co-author from being able to access and complete the required bio and disclosure forms, and will prevent your abstract from being submitted for review.
- Only the primary author will be considered and listed as the presenter. Unless otherwise stated in the submission.
- Upon submission of the abstract, an email will be sent automatically to co-authors listed asking them to complete a biographical form and disclosure form.
- You may log back in at any time prior to the deadline to see if the co-authors you have listed submitted the biographical and disclosure forms.