

# **Call for Scientific and Quality Improvement Project Papers and Posters**

## **Abstract Submission Process**

**In the online submission form, all fields marked with a red arrow indicate completion is required.**

**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:** 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 5:** 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.

### **Paper**

A 15-minute presentation of an original research study, systematic review or quality improvement project. A paper session consists of 4 oral presentations.

### **Poster:**

A visual presentation of an original research study, systematic review or quality improvement project.

**Step 6:** Select an Abstract Theme:

- Original Research is a report of results from primary data collection or secondary data analyses.
- Systematic reviews are rigorous assessments of the existing literature of a clinically-relevant topic and include a structured and reproducible process of identifying, screening, and evaluating articles. Systematic reviews must adhere to the [PRISMA statement](#). Meta-analyses should provide sufficient detail regarding statistical methods (e.g., random vs. fixed-effects, heterogeneity assessment). Narrative reviews (i.e., literature reviews that do not meet the aforementioned criteria, thereby not conforming to the PRISMA statement) will not be accepted.
- Quality Improvement Project is an approach to analyzing process and outcome data, while applying systematic efforts to improve hospice care, palliative care, and/or related organizational performance. Improvement is broadly defined to include quality, safety, effectiveness, patient-centeredness, timeliness, cost, efficiency, and equity of healthcare, or access to it.

**Step 7:** As a result of the selected abstract theme, complete the corresponding abstract text box according to the following subheadings.

Abstracts should be 300 words or less. Please do not include title, authors, or references in the text. Please keep in mind when submitting an abstract that attendees want to hear about your work, and how your work can be useful in their practice.

- Original Research:  
\*Original Research Background, \*Research Objectives, \*Methods, \*Results, \*Conclusion,  
\*Implications for research, policy or practice
- Systematic Review:  
\*Background and Objective, \*Study Identification, \*Data Extraction and Synthesis, \*Results,  
\*Conclusions and Implications for Practice, Policy and Research
- Quality Improvement Project:  
\*Background, \*Aim Statement, \*Methods, \*Results, \*Conclusions and Implications

**Step 8:** Select a Scientific Primary Topic Area. [View](#) the list of topic areas.

**Step 9:** Select the keyword that best describes your content. [View](#) the keywords.

**Step 10:** List minimum of 2/maximum of 5 Measurable and Behavioral Objectives

- Objectives- Must be measurable and behavioral. Attendees rate your presentation based on how well the objectives have been met. Guidelines on writing objectives are as follows:

- Consider this goal but do not write “By the end of this session, my learners will be able to ...” This should not be included when you list your actual objective.
- Start by using Bloom’s Taxonomy to select an action verb that is **observable** and **measurable**.
- Wrap it up by adding how your learners will apply the standard or how you assess them.
  - [click here](#) to review more instructions on writing objectives –
    - An example of an acceptable objective:
      - Explain the key principles of hospice and palliative care.
  - [click here](#) to view Bloom’s Taxonomy of Measurable Verbs.
- 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 11:** Assembly Objectives- You will be asked to select 3 objectives that best correlate with your abstract. [View](#) the Assembly objectives.

**Step 12:** Pharmacotherapeutic Content- You will be asked to determine how much time in your abstract includes pharmacotherapeutic content. Pharmacotherapeutic time is awarded based on actual presentation time in increments of 0.25 of an hour which is 15 minutes. The amount of time must be entered in 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 13:** Was your abstract previously published in a Peer Reviewed Journal? If you select yes, and your abstract is accepted for presentation, your abstract will not be published in JPSM to avoid copyright infringement.

**Step 14:** You will be asked if you are an AAHPM or HPNA member. If your answer is yes and your proposal is accepted, this information will be used for the paper and poster award process.

**Step 15:** 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 16:** Authors:

- 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 proposal.
- If a 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 biographical and disclosure forms and will prevent your proposal from being submitted for review.
- You will be asked to check the presenter box if a co-author you listed will also be presenting.
- Upon submission of the proposal, 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 your listed co-authors have submitted their biographical and disclosure forms.