

State of the Science in Hospice and Palliative Care

ABSTRACT REVIEW PROCESS

Appendix A: 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.

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 for which you'd like your abstract to be considered:

Keep in mind, sessions should...

- Help attendees understand how the content will improve or impact the state of palliative and hospice care science.
- Incorporate inclusive language and consider diverse populations and disciplines.

ORALPRESENTATION

- **Opening Plenary Oral:**

A 15-minute presentation of a high impact original research study on the shared Annual Assembly and State of the Science Plenary stage for all meeting attendees. 3 abstracts in total are selected for this presentation.

- **Concurrent Session Oral:**

A 15-minute presentation of an original research study or systematic review. Each concurrent oral session consists of 3 oral presentations and a moderator/discussant. There will be 3-4 concurrent sessions.

POSTER PRESENTATION

- **RAPiD Poster:**

A visual presentation of an original research study or systematic review that includes a brief 1 minute oral summary with 1 PowerPoint slide followed by informal poster viewing and concluding with audience discussion moderated by a 3-member panel. There will be 20-25 posters per session and 3 sessions in total.

- **General Poster Session**
Visual presentation of research featured as part of moderated poster viewing.
- **Either Oral or Poster Session**
You agree to allow the program committee to decide if the proposal is to be accepted as either an oral or poster presentation.

Step 7: Select a Methodology: (for abstracts submitted as Research Methodologies only)

1. Clinical Research:

Biomedical or behavioral research studies of human subjects that are designed to answer specific questions about clinical problems or to test biomedical or behavioral interventions.

2. Population-Based Research:

Research conducted on representative or population-based samples to understand incidence or prevalence of events or symptoms.

3. Health Services Research:

Research that evaluates how social factors, financial systems, organizational structures and processes, health technologies and personal behaviors affect accessibility, quality and costs of health care or patient well-being.

4. Education Research:

Research that evaluates processes and outcomes in and from educational programs for health care professionals.

5. Basic Science:

Research that examines the fundamental biological and chemical processes involved in clinical problems.

6. Instrument Development/Psychometric Validation:

Research that evaluates the development and/or testing of an instrument (or survey measure).

7. Implementation Science

Research that examines methods to integrate research findings into routine health care.

Abstract Sub-headings:

Research Methodologies Abstract Sub-headings (abstract structure):

- **Importance:** 1-2 sentences explaining the importance of the study question and/or research gap.
- **Objective(s):** State the precise objective or study question addressed. If an a priori hypothesis was tested, it should be stated.
- **Method(s):** Describe the basic design of the study, including the years of the study and the duration of follow-up. Describe the study setting and important eligibility criteria of participants. The essential features of any interventions should be described, including their method and duration. Explain the study outcome measurement(s) and the analysis approach.
- **Results:** Summary demographic information and the number of study participants should be reported in the first sentence. The main outcomes of the study should be reported and quantified, including final included/analyzed sample. When possible, present numerical results (eg, absolute numbers and/or rates) with appropriate indicators of uncertainty, such as confidence intervals. Avoid solely reporting the results of statistical hypothesis testing, such as P values, which fail to convey important quantitative information. P values should never

- be presented alone without the data that are being compared. Measures of relative risk also may be reported (eg, relative risk, hazard ratios) and should include confidence intervals.
- **Conclusion(s):** Provide only conclusions of the study that are directly supported by the results. Give equal emphasis to positive and negative findings of equal scientific merit.
 - **Impact:** Provide a statement of relevance concerning the impact of the results on what is known in the field. The impact statement may also indicate what future work is required to further advance that area of science.

Systematic Review Abstract Sub-headings (abstract structure):

- **Importance:** 1-2 sentences explaining the importance of the study question and/or research gap.
- **Objective(s):** State the precise objective or study question addressed. If an a priori hypothesis was tested, it should be stated.
- **Methods:** Describe the information sources used, including search strategies and years searched. Methods used for inclusion of identified articles and quality assessment should be explained.
- **Findings:** Include a brief summary of the number of articles included, numbers of various types of studies, and numbers of patients/participants represented by these studies. Summarize the major findings of the review of the clinical issue or topic in an evidence-based, objective, and balanced fashion.
- **Conclusion(s):** Provide only conclusions of the study that are directly supported by the results. Give equal emphasis to positive and negative findings of equal scientific merit.
- **Impact:** Provide a statement of relevance concerning the impact of the results on what is known in the field. The impact statement may also indicate what future work is required to further advance that area of science.

Step 8: Select the keyword that best describes your content.

- Advanced care planning
- Communication and prognostication
- Cultural issues
- Educational, training and supervision
- Family caregivers
- Hospice
- Innovative technologies
- Leadership, program development and evaluation
- Models of palliative care delivery
- Pain and symptom control
- Palliative care in chronic, non-malignant illness
- Palliative care in oncology
- Pediatrics
- Psychosocial support
- Qualitative and mixed methods research
- Economic evaluations

Step 9: 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 10: 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 11: 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 12: You will be asked to agree that if your proposal is accepted, that all presenters listed on your abstract must pay to register.

Step 13: 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.

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