**Quality & Safety: Achieving Better Care – 22nd June 2018**

**Application Form for Abstract**

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| **Today’s Date:** |  |
| **Name:** |  |
| **GMC #:** |  |
| **Hospital Base:** |  |
| **Training Grade/Job Title:** |  |
| **Email Address:** |  |
| **Abstract Title:** | |
| **Author/ Co-Authors**  **- Organisation and/ or affiliation:** | |
| **Abstract:** *(Introduction, Aims & Method, Result, Conclusion) (Maximum 250 words)* | |
| ***PLEASE FOLLOW THE ABSTRACT INSTRUCTIONS (ON THE NEXT PAGE)*** | |
| **All abstracts will be reviewed -**   * If you are selected to deliver an Oral Presentation, a 10 minute slot will be provided followed by a short Q & A session. * If you are selected for Poster Presentation, your poster will be expected to be in colour and no larger than B1 (70.7 x 100 Width x Height cm) | |
| **The Best and Runner-up for both Oral and Poster presentations will be awarded at the event** | |

**Please complete the application form in full and return to:** [**PenADAdmin.SW@hee.nhs.uk**](mailto:PenADAdmin.SW@hee.nhs.uk)

**Closing date: 1st May 2018**

**You will be notified by email if your abstract is selected for presentation; either oral or poster, by Friday, 18th May 2018.**

**For further details, please call the Event co-ordinator: 01752 676134**

**Abstract Instruction**

* You are allowed a maximum number of **250 words in the abstract body**. This does not include the title, authors or organisations.
* The “Full title” should be presented sentence case (not in block capitals), i.e. only the first letter of the title or appropriate terms such as abbreviations or proper nouns should be upper case.
* In general, the abstract should follow the format of introduction with background to project, SMART aims plus methods, results and discussion. Full details of non-standard abbreviations should be given the first time it is used.
* The first paragraph should concisely outline the background to the QI project and why the project needed to be undertaken.
* The second paragraph should detail the SMART aims and methods you have used to generate your data, including any barriers to improvement.
* The next section requires clear expression of your results. This should include a summary of the main findings (data and statistical significance) and benefits for patients.
* The final section should concisely outline your main conclusions, advice for others undertaking a similar project and how project can be taken forward.

**Sample Abstract:**

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| **Pre-operative check list in Theatre** |
| **J. Blogs¹ & J. Doe²**  Derriford Hospital, Plymouth¹ & University of Exeter² |
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