

This paper outlines the requirements for submissions of quality improvement or improvement science abstracts for the UKCPA Conference. It is essential that submissions are set out accurately and they must conform to guidelines required for publication. Any abstracts not conforming to the guidelines may be rejected.

The abstract should contain:

- No more than 500 words, including references but excluding title and author affiliation
- No tables, figures or images are permitted
- A statement on whether ethics approval was required and/or obtained. Please include one of the following:
 “This study required and received ethics approval.”
 “This study did not require ethics approval.”
 “This study required ethics approval but it was not received.”

Headings

Headings must be in Arial 12pt bold and as follows:

- Title
Less than 13 words; Should succinctly and accurately describe the work undertaken
- Author(s) [given name, surname, initial (optional)], name of organisation(s), town(s)
Not included in word count; One single affiliation per author; Corresponding author should be indicated with email address as contact
- Context
- Problem
- Assessment of problem | Intervention | Strategy for change | Measurement of improvement
- Effects of changes
- Conclusions
- References

For more information on what should be described under each heading, please see next page.

Formatting

- The main title to be in Arial font 12pt
- The main text to be in Arial font 11pt
- Titles and main text must be in sentence case
- All page margins must be 2.5cm
- Line spacing must be single spaced and justified in both margins
- Paragraphs: Double lines between with no indentation
- Please do not use foot notes or end notes.

Spelling and grammar

- Errors in the text, including spelling and grammar will jeopardise the acceptance of a submission. Please proof-read it carefully.
- Abbreviations must be explained when first used.

Data presentation

- No tables, figures or images are permitted*

Completed or ongoing work

- Abstracts must present results of completed work or preliminary results if work is ongoing.

*Please note that graphs, charts, images and diagrams are positively encouraged within poster and oral presentations.

References

References must be in Vancouver style. References are numbered sequentially in the order they appear in the abstract, with the number superscript within the sentence punctuation. Each reference should only appear once.

- Authors of cited papers should be listed last name first, followed by a comma and initials (followed by full stops) of given names.
- All authors should be included in reference lists unless there are six or more, in which case only the first author should be given, followed by 'et al.', with 'et al' italicised.
- Please include the full title of the paper as it appears in the original publication, including style formatting.
- Journal titles are to be given in full and italicised.
- References should end with a full stop.
- References for websites should include the full URL and the date accessed.
- Please use the examples below as a guide:

Journal article (print): Smith A. Pharmaceutical care in the UK. *Journal of Pharmacy* 1999;42(1): 209-238.

Journal article (electronic): Smith A. A tale of two citations. *Pharmacy World* 2008;451(7177): 397-9.
www.pharmacyworld.com/journal/v451/n7177/451397a.html
 (accessed 20 January 2015).

Book: Smith A, Weston B. A Short Course in Pharmacy. London: Thomas More Publishing; 2012.

Book chapter: Smith A. Pharmaceutical care of asthma. In: Matthews M, Borthwick M (eds.) *The complete handbook of pharmaceutical care*. 2nd ed. London, UK: Pharmacy Press; 2005. p75 - 81.

White papers: Department of Health. *Choosing Health: making healthier choices easier*, CM6374. London: Stationery Office; 2001.

Websites: European Space Agency. ESA: Missions, Earth Observation: ENVISAT. <http://envisat.esa.int/> (accessed 3 July 2008).

Number of copies

- One copy of the abstract must be submitted in full
- One copy of the abstract must be submitted without the authors' names and organisation name(s), to facilitate anonymous adjudication. Organisations must be anonymised in the main body of the abstract as well as in the title by the use of more general terms, eg "a teaching hospital", "two health authorities".
- Fax copies and incomplete submissions will not be accepted.
- The abstract must be submitted in electronic format only.

Submission

Please save your abstract in Microsoft Word version 1997-2003 (with .doc suffix).

Abstract submission is by online submission process only using the link on the UKCPA website here:

<http://ukclinicalpharmacy.org/education/awards-programme/>

Quality improvement / improvement science abstract headings

Title

Less than 13 words; should succinctly and accurately describe the work undertaken.

Author(s) [given name, surname, initial (optional)], name of organisation(s), town(s)

Not included in word count; One single affiliation per author; Corresponding author should be indicated with email address as contact.

We acknowledge that it may not be possible to include all the information below in the 500 word limit; however, these are some areas to consider when writing your abstract.

Context

Describe the setting (department) or community where the work was conducted.

Describe the team involved and the client/patient group that is the focus of the work.

Problem

Outline briefly the specific problem or system dysfunction and how it was affecting care/services and/or relevant staff, client or patient groups.

Assessment of problem and analysis of causes

Describe how you specifically measured or assessed the problem or system dysfunction and its cause.

Outline how you involved the relevant staff, client or patient group(s) at this stage.

Intervention

Describe your proposed change(s) to practice needed to make improvements in care and how these specifically related to your assessment of the problem.

Strategy for change

Describe the process and timelines for implementing your proposed change.

Include how you involved staff, client or patient groups in the implementation, if you provided opportunities for feedback on your proposal from the staff and patient groups involved and if these were taken into account.

Measurement for improvement

Describe your approach to measuring the effect of the change.

Include the analytical methods used and the results obtained.

Please state clearly if you do not have final results available, but indicate any preliminary and anticipated final results.

Effects of changes

What was the impact of your changes?

Describe how far this went to resolve the problems initially identified that triggered your work.

Describe the benefits, actual or anticipated, to client or patient care.

Outline the problems encountered during the process of change.

If you are presenting longer-term follow-up results, indicate the factors that have led to sustained or spread of improvement over time.

Conclusions

Outline the lessons about the implementation of change that you have learnt from this work.

What would you do differently if you were starting again?

If your work is still in progress, indicate any anticipated challenges or obstacles for your project.

Describe the main message from your experience described here that you would like to give to others, or to receive support from others for.

Describe the impact of your changes for clients or patients and for the health care system as a whole.

References