Abstract Guide

**Title:**
- Create a title that reflects the project, without being excessively long.

**Authors:**
- List the lead from the project first. Include contributors who played a critical role in the creation, implementation, and reporting of the data.
- Each member should review and approve this abstract prior to submission.
- If someone contributed in a smaller way to the success of the project, but does not play a role in the greater project, they can be acknowledged in a separate acknowledgement section right before the references.
- Example – An IT person puts in the requested changes to the EMR to help implement the project. They were not part of the project team to design and report the data. They could be acknowledged, but are not a team member.

**Introduction:**

What are you trying to improve?

- First paragraph or bullet point(s) - Describe why your quality project is relevant, both within and beyond your local institution.
- Second paragraph or bullet point(s) – Describe the gap between what is currently happening and what the preferred or ideal practice/pathway would be, and why. Briefly mention any barriers (e.g. - resources) to doing so or unsuccessful strategies tried in the past.
- Do not do a complete literature review here. However, a handful of references may be helpful to guide the two paragraphs.

**Aim Statement:**

- Give your aim statement and any relevant sub-aims. Recall that an effective aim statement includes both a specific number/percentage goal for improvement and a time by which you will reach this.
- **Note:** When submitting your work as a manuscript, this aim statement is often morphed into the third paragraph of the introduction. For poster presentations, this is its own box.
Methods:

What change will you make that will result in an improvement?

- The purpose of this section is to ensure readers understand what you did and can translate your work into their setting. Each component of this section should include not only what you did, but why you did it.
- Include the context of the project – setting, participants, time course, etc. and why this was selected, when relevant. Include if the project is computer based, other departments involved, and other details needed for translation to other settings.
- Describe the changes implemented and how you chose them based on utilization of tools such as a flow chart or fishbone. Include why each intervention was selected along with why it was done in that order. Diagrams, figures, and tables related to process mapping may be helpful here (flow chart/ fishbone).

How will you know the change is an improvement?

- Describe the measures (outcome, process, and balancing) and metrics being used, the process of capturing the data, how the data is stored, and how it will be processed, if applicable.
- Accomplish what is necessary, as described above, while ensuring that someone who stops at your poster can efficiently read through it – maximize use of bulleted statements in the poster, whereas in the subsequent write up of your work, you will use more full paragraphs.
- For a work in progress, this section should have the greatest detail and effort.

Results:

- The actual data for PDSA cycles is presented here, a minimum of two PDSA cycles should be reported.
- Include performance on process and outcome measures; data presented over time.
- Quality project results are typically presented in run or control chart format. Include control groups or reference statistics as available on the chart. Each PDSA cycle should be illustrated.
- Not every study has “positive” changes. It’s ok to show a graph that does not show a changes.
- Avoid presenting simply aggregate data of before and after.
- Qualitative data, such as impressions of patients or staff, comments from a survey, etc. should be reported here, but should not take the place of numerical data. Present these comments in a structured format.
- Comments about data collection still underway can also go here for works in progress.
**Discussion/Lessons Learned:**

- Summarize the most important findings of your data. Include discussion of why your project did not show a change or improvement, if you had a “negative” study. Discuss the implications of the data on the project or institution.
- Discuss lessons learned, limitations of your project, and any retrospective changes you would have made. Describe any unintended consequences encountered. Include practical strategies for others to implement similar projects.
- Place your work in the context of what others may have published on the same or a similar topic. Describe what you add to the greater understanding of similar projects.
- Include future steps, spread, and sustainability plan for your local project and/or projects needed for greater understanding of this topic in general in either/both paragraphs two and three.

**Conclusion:**

- Provide a 1-3 sentence brief summary of key findings. Do not suggest further research or overgeneralize your project to other settings here.