

9th Clinical Audit Forum – Call for Abstracts

Guidelines for abstract submission

Authors submitting abstracts for review should read the guidelines carefully & ensure they are adhered to.

All Abstracts should include the following:

- All abstracts should be completed on the attached abstract form
- All should include: title, author details (name, job title, organisation), objectives/ standards, methodology, results, conclusions/ recommendations, action plan and actions completed
- Applicants may submit more than one abstract for review
- Abstract title (no more than 13 words) should succinctly & accurately describe the work undertaken
- Word limit: 400 words, this does not include the title, section headings and references - longer abstracts will not be reviewed
- No tables, figures or images are permitted*
- Abstracts must present results of completed work
- Submission format: **pdf-file only** and please name your document “**Clinical Audit 2022, name of first author, name of study (Shortened)**”
- Abstracts will be reviewed based on criteria as follows: Poster organisation 30% (first impression, layout, readability), Audit Content 40% (objectives, standards, methods, results) and Action post Audit 30% (conclusions, action plan, references)
- Abstracts will be reviewed by the Clinical Audit Review Committee – all decisions are final and at the judges discretion. Feedback can be provided on request to support the decision

Submitting a Clinical Audit Study please ensure that:

- It is a clinical audit (as opposed to research)
- The audit is focused on improving patient safety and patient care outcomes
- The criteria and standards are clearly stated, with reference to evidence
- The processes followed in the audit are clearly stated
- Recommendations and action plans have been drawn up, preferable implemented or in process of completing implementation

Failure to follow the above may result in the abstract being rejected, regardless of content. **The extended deadline for submission of abstracts is Sunday 8th May 2022.** If you have any questions, please email office@ref-sligo.ie.

Kind regards

Susanna Haupt, MSc

Research & Education Foundation

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

Suggested headings to complete your abstract (400 words excluding title, section headings and references):

Poster Abstract:

Introduction

Describe the background to the audit project. Include the audit context for your project and why was it important that it is explored?

Objectives and audit standards

The audit project should be based on a series of explicit and measurable objectives. In this section please set out clearly what you wanted to achieve with this project. What standards were used for your audit.

Methodology: *Describe the design of the audit and the methodology used. This section should include information on the type of audit project, e.g. sample size, exclusion/ inclusion criteria, time period of audit, method of analysis, etc.*

Results: *Outline the main findings of the audit, but do not include tables and charts in the poster abstract.*

Conclusion/ Recommendations: *Interpret your results - what do they mean? What conclusions were reached from your audit findings and what needs to be done to improve compliance?*

Action Plan: *Plan of actions to increase compliance/ quality improvement initiatives*

Actions completed: *What changes have been implemented?*

References: *maximum of 5 references including standards used. List of references is excluded from the word count of the abstract.*

Please forward completed abstract as pdf-file to office@ref-sligo.ie