

# 10<sup>th</sup> Clinical Audit Forum – Call for Abstracts

## Guidelines for poster abstract submission

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

### All Poster Abstracts should include the following:

- All abstracts should be completed on the attached abstract form
- All should include: title, author details (name, job title, department, organisation), objectives/ standards, methodology, results, conclusions/ recommendations, action plan and actions completed
- First author of the clinical audit should be stated clearly, as well as the contact person if different
- 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 “**CAF 2023, name of first author, title of audit (Shortened)**”
- Abstracts will be reviewed based on criteria as follows: Audit Content 60% (objectives, standards, methods, results) and Action Post Audit 40% (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 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 deadline for submission of abstracts is **Monday, April 17<sup>th</sup> 2023**. If you have any questions, please email [office@ref-sligo.ie](mailto:office@ref-sligo.ie).

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