Thank you for your interest in the 2020 Virginia Patient Safety Summit. We appreciate the time and effort you spend in crafting your presentations. Please review and adhere to the guidelines below to ensure your abstract can be included in evaluation by the committee.

**Abstract Review & Evaluation Process:**

Authors electing to participate in the Call for Abstracts will submit their content via online submission only using the guidance contained herein. Submissions will be blinded for author name, organization, and any demographic descriptions that may identify the organization. Blinded abstracts will be reviewed by a committee selected by VHHA, who will evaluate submissions using standard evaluation criteria. Only the top-scoring 22 abstract authors will be invited to prepare a poster for display at the 2020 Virginia Patient Safety Summit. All authors will be notified if they were selected or not selected during the week of January 6, 2020.

**Author Guidelines & Responsibilities:**

Individuals electing to submit an abstract for consideration must be willing to prepare their abstract as a poster using a VHHA-provided template in Microsoft PowerPoint. The prepared PowerPoint will then be printed as a poster for display at the Summit.

Authors who are selected to present must be registered for the Summit. Poster representatives are responsible for their registration fees, travel and hotel accommodations. Authors accepting the invitation to display their posters are required to pay a $25 one-time, non-refundable poster printing fee. VHHA will use this fee to print the author’s poster using standardized display materials and dimensions. Authors are not permitted to print their own poster for display. Posters will be given to the author at the close of the Summit.

Selected authors are expected to accompany their posters during all scheduled breaks and poster presentation times, to be announced once the final agenda is released in advance of the event.

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**Your submission must be prepared using the following sections and guidance.**

Abstracts must be no more than 275 words. All words are counted except for title and section headers. The more concise your description is the better your chances of acceptance. Abstracts must be received via online submission form by November 15, 2019.

1. **Title of Proposal**
   - The title will need to be 100 characters or less.
   - The title should be descriptive and engaging, avoiding acronyms and exclamation points.

2. **Problem Statement**
   - Provide a succinct statement of the problem/reason for the project, its general scope or focus and the limits placed on specifying the problem.

3. **Project Objectives to Address Problem Statement**
• Please list three action-oriented SMART objectives.

4. Facility Demographics
   • Identify the health entity (hospital), bed size and/or other indicators that clarify your project scope of volume, rural, urban, large, small, outpatient, ambulatory, etc.

5. Patient Safety Significance
   • Why is this work important and meaningful? Describe the patient safety significance of the subject, (e.g., the scope of the safety issue, its seriousness or its perceived importance to patients, the healthcare industry or society in general).

6. Methodology
   • Incorporate data and research methods into your safety initiatives.
   • As appropriate, address population sample, project design, statistical analyses used, inclusion/exclusion criteria, and identified project limitations.

7. Results
   • Explain results of project.
   • Comment on the completion of your stated objectives, or if incomplete, unexpected relevant findings.
   • Summarize data used to quantify improvement.

8. Applicability to Peers
   • Address conclusions about the impact of the project on patient safety in your setting.
   • Discuss applicability of project in other settings, including potential barriers to implementation (cost, personnel requirements, data collection, etc.)
   • Address lessons learned, next steps, and suggestions to peers for project replication.

Evaluation Criteria for Scoring

Abstracts will be reviewed by the selection committee according to the following criteria:

1. Clarity of Abstract (Is it concise and well written?)
2. Rationale for Project (Has author explained what issue/problem prompted the project?)
3. Methodology (Are the methods and analysis used by the author convincing?)
4. Innovation (To what extent does project expand knowledge through uniqueness of approach?)
5. Results (To what extent did the project achieve positive improvements, and how long have they been sustained?)
6. Relevance (Is the project recent and are the findings generalizable to other institutions?)
7. Interest (To what extent does the project inspire new ideas and demonstrate a commitment to improving the health care system and/or health of patients?)

For more information on abstracts or poster displays, contact Betsy Archer, VHHA Senior Director, Strategic Partnerships, at barcher@vhha.com. Submitting an abstract does not register you for this event so please make sure to register separately.