

Patient Safety in Perioperative Practice

Theme

You are invited to submit an abstract for presentation at the Patient Safety in Perioperative Practice meeting taking place on **14 March 2024** Online.

Four abstracts will be selected by a panel to present their poster orally, with one abstract winning a prize at the end of the event. A trainee must be the lead author.

The judges would like abstracts to fall into one of the following themes:

- Data, technology and innovation in patient safety
- Safe maternity systems
- Frugal innovation and patient safety
- Sustainability and patient safety

Eligibility

The competition is open to trainees only.

Prize

Four winning entries will be chosen to give a five-minute presentation to showcase their work followed by Q&A. Free entry to the conference on the day of the presentation.

1st prize: £50 voucher

How to enter

- Submit a digital copy of your abstract as an attachment to events@rcoa.ac.uk along with a signed copy of the form below.
- Please follow the abstract preparation guidelines on page 2; failure to follow the guidelines could result in disqualification from the competition.

What happens next?

- The closing date for entries will be midnight on **Wednesday 31 January 2024**.
- A panel of RCoA judges will assess all submissions shortly after the closing date. Authors will be notified week commencing 12 February 2024 if they have been invited to display their poster at the Patient Safety in Perioperative Practice conference.
- The four highest scoring authors will be invited to display their poster as well as give a five-minute presentation of their work on Thursday 14 March 2024 at the Patient Safety conference.
- Please follow the poster preparation guidelines on page 3, failure to follow the guidelines could result in disqualification from the competition.

I _____ (print full name)
certify that the research submitted has not been previously presented at a major meeting or published.

I confirm that all the authors listed support the submission of this abstract to the RCoA.

Date: _____

Signed: _____

Email: _____

Phone: _____

Note: signatures/electronic signatures are preferred; however typed names in the signature field will be accepted as certification of this statement.

Abstract Preparation Guidelines

All abstracts submitted must follow these guidelines

Abstract format:

- Single A4 sheet
- Plain text, rich text or Microsoft Word
- 12 point font
- Times New Roman font
- 2.5cm margins
- Single line spacing
- A blank line separating paragraphs
- One table or figure is permitted, these should be incorporated into the document and the text should be reduced accordingly to accommodate these within the A4 page allowance

Note: Images/figures may be embedded within MS Word documents or may be sent separately as .jpg or .gif files

Abstracts must include:

- Abstract title
- All authors' initials, last names and place where work was carried out
- The text of the abstract should not contain headings, but should follow a general progression through background, methods, results and conclusion. Include why it is important and any challenges or learning points you personally gained.
- If a figure or picture or table is used; caption (same font guidelines as above apply)
- A maximum of 5 References; listed and cited as specified by the British Journal of Anaesthesia
- Acknowledgement of sources of funding
- The following statement (if applicable and true): "This study received ethics committee approval or was conducted under the Animal (Scientific Procedures) Act (1986) (include licence numbers) or equivalent."

Poster Preparation Guidelines

Key information

- Please note that only one author will be invited to present, though it is understood that other individuals may have contributed towards the poster content.
- Previously published work is not eligible. Work that has been presented at hospital, school, or regional meetings will be considered.
- Candidates will be required to pay to attend Patient Safety in Perioperative Practice to present their work.

Poster format:

- digital pptx / jpeg / png format
- landscape (horizontal) orientation
- 16:9 aspect ratio
- there is no word limit but posters should contain between one and five images, tables or graphs.

Posters must include:

- references; listed and cited as specified by the British Journal of Anaesthesia
- a caption if a figure or picture or table is used
- acknowledgement of sources of funding
- the following statement (if applicable and true): "This study received ethics committee approval or was conducted under the Animal (Scientific Procedures) Act (1986) (include licence numbers) or equivalent"
- a content structure that progresses through: title, authors, institution(s), introduction, methods, results, conclusion, acknowledgements and references.

Other information:

- if shortlisted to present a poster, it is advisable that authors bring a short PowerPoint slide deck to help them to present their work to the Patient Safety in Perioperative Practice audience
- the presenting author will receive a certificate of presentation for producing and presenting a poster and may be entitled to claim CPD credits internally. You are advised to liaise with your appraiser. For enquiries regarding RCoA CPD accreditation please contact the CPD Coordinator at CPD@rcoa.ac.uk.

CPOC is a partnership between:



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