

## Quality Improvement Scientific Symposium 2023 Abstract submission guidelines

The Health Quality & Safety Commission (the Commission) is hosting a scientific symposium for health care improvement practitioners. The symposium focuses on the science of improvement, by highlighting improvement methodology.

The theme for the 2023 symposium is: **Whole-systems quality: Better together**

There are three (3) categories open for abstract submissions

1. Seed
2. Sprouts
3. Plant

Themes for the presentations are based on the Wai2575 principles being:

1. Pātuitanga
2. Active protection
3. Options
4. Tino rangatiratanga
5. Equity

The submission of a completed abstract form does not in any way guarantee the submitter or presenters a speaking slot on the programme. Furthermore, it is not intended to create a legally binding relationship between the presenters and the Commission.

Please note that all abstracts are peer reviewed by the Commission and other nominated persons. Sessions are selected to fit with the annual theme of the conference and the content streams that will be presented each year.

Some presentations may be filmed and broadcast during the event and published online by the Commission – by submitting a proposal you agree for your presentation to be filmed and published in this way.

## Category definitions

### Seeds

'Seeds' are ideas which have just been sown. They are promising ideas and ways for improving care, which are too young to have results. The symposium is your opportunity to seek input, inspire collaboration and motivate action at an early stage.

### Sprouts

Your initiative is a 'sprout' if it is underway and has some early results but not yet showing sustained improvement over time. Include 'how-to' tips, clearly explain, and demonstrate the improvement methodology and any lessons you can share with symposium participants. Your initiative does not have to be considered a success – failures provide valuable learning opportunities too!

### Plants

Your initiative is a 'plant' if it is complete with results that demonstrate changes in processes and outcomes and shows sustained improvement over time with potential for, or has achieved, spread. Include 'how-to' tips, clearly explain, and demonstrate the improvement methodology and any and lessons you can share with symposium participants.

**'Seed' proposals** are submitted for presentation as **poster or storyboard display only**.

**'Sprout' and 'Plant' proposals** are selected for both poster and rapid-fire presentations. If your proposal is not accepted for an oral presentation, may be offered the opportunity to display a poster or storyboard instead.

Successful presenters will be notified on Friday 10 March 2023. Any changes to speakers after acceptance of a presentation must be agreed in writing with the Commission's symposium content team. You can send your notification of a change of speaker to [events@hqsc.govt.nz](mailto:events@hqsc.govt.nz)

Funding for travel or accommodation is not provided to general programme speakers presenting at the symposium.

Please read the Quality Improvement Scientific Symposium 2023 abstract submission guidelines before completing your submission.

If your session is selected, the information in your proposal will be in the symposium documentation.

## Key date summary

17 October 2022	Call for abstracts
10 February 2023	Abstract deadline
10 March 2023	Notification of acceptance
31 March 2023	Deadline for presenter registration
10 May 2023	2023 Symposium date

## Submitting an abstract

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### Step 1: Choose your improvement initiative

Choose an improvement initiative where you have used improvement science. To submit an abstract, having a successful project outcome is not a criterion, failures provide valuable learning opportunities as well.

### Step 2: Select your submission category

Abstracts for the symposium are divided into three categories: **Seeds**, **Sprouts** and **Plants**.

Please refer to the selection criteria within this document for further information on how submissions will be scored.

#### **Seeds** (for poster/storyboard display **only**)

'Seeds' are quality improvement projects which have only recently commenced. The project/initiatives are intended to improve care; however, they are too young to have results. The symposium is your opportunity to seek input, inspire collaboration and motivate action at an early stage.

*Selected 'seed' abstracts will be presented as posters or storyboards, which will be on static display in the catering space of the symposium venue.*

#### **Sprouts** (for oral presentation or poster/storyboard display)

Your initiative is a 'sprout' if it is underway and has some early results but not yet showing sustained improvement over time. Include 'how-to' tips, clearly explain and demonstrate the improvement methodology and any lessons you can share with symposium participants.

#### **Plants** (for oral presentation or poster/storyboard display.)

Your initiative is a 'plant' if it is complete with results that demonstrate changes in processes and outcomes, and shows sustained improvement over time with potential for, or has achieved, spread. Include 'how-to' tips, clearly explain and demonstrate the improvement methodology and any lessons you can share with symposium participants.

### Step 3: Select your theme

The theme for the 2023 symposium is based on the Wai2575 principles and you must select **one** of the following themes in which your presentation will best fit:

1. pātuitanga (partnership)
2. active protection
3. options
4. tino rangatiratanga
5. equity

All abstracts should meet the following objectives:

- Share the underpinning theory, science, methods, techniques and tools driving your work and motivating participants to learn and take action.
- Showcase successes and challenges of initiatives that improve the quality of care.
- Present emerging ideas, strategies or reflections that will be useful to others facing similar challenges or opportunities.

### Step 4: Submit your abstract(s)

Create a user profile in the abstract system before you make a submission. Visit the submission site to get started:

- [Seeds \(poster/storyboard only\)](#)
- [Sprouts and plants \(oral presentation OR poster/storyboard display\)](#)

You can submit as many abstracts as you like. Don't forget to view the abstract selection criteria below.

Abstracts must be written in English, no more than 500 words and submitted by **Friday 10 February 2023**

The receipt of your abstract(s) will be confirmed by email.

All abstracts will be reviewed by the Commission's symposium steering group and nominated persons. Presenting authors will be notified by **Friday 10 March 2023** regarding the status of their abstract.

Presenters are required to register for the conference by **Friday 31 March 2023** and must meet their own registration, travel and accommodation costs.

Please proofread your abstract for spelling and grammatical errors and avoid the use of jargon or acronyms that may not be commonly recognised.

Further details about the presentation format are provided in the guidelines attached on page 6.

## Selection criteria

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Abstracts will be anonymised and scored by the Commission's symposium steering group.

Each abstract will be assigned a score out of 100 based on the following weighted criteria.

### **Seeds** (*poster/storyboard display only*)

**Context (5):** The context in which the work was undertaken or how the idea came to be, is clearly stated (what unit/department/community) and the problem it seeks to address was identified.

**Problem/Issue (20):** The problem or challenge is clearly stated, including a description of how it was identified.

**Aim & methodology (25):** Aim is clearly defined. The improvement science method, techniques and tools undertaken to identify and respond to the problem or challenges are described, including how both people-based and technical changes will be tested and implemented and the roles of the project team.

**Co-created with patients (10):** The extent to which, and methods by which, patients were involved in the design of the improvement and this presentation.

**Equity (10):** Health equity is considered, and disparities are identified where they are present. Appropriate measures of equity are shown, and action is taken to address any disparities particularly in relation to tangata whenua.

**Measurement (10):** The planned measurement strategy is described.

**Potential or actual impact (10):** The extent to which what is being described may potentially impact, or has already impacted, quality of care or experience of care for patients and/or care providers.

**Relevance (10):** The proposed presentation has broad appeal in terms of educational merit, demonstrating improvement methods, techniques and tools and is likely to be of significant interest to symposium participants.

### **Sprouts** (*oral or poster/storyboard display*)

**Context (5):** The context in which the work was undertaken is clearly defined (what unit/department/community).

**Problem/Issue (15):** The problem or issue is clearly stated, including a description of how it was identified along with the evidence to support the problem.

**Aim & methodology (20):** Aim is clearly defined. The improvement science method, techniques and tools undertaken to respond to the problem or challenges are described, including how both people-based and technical changes were tested and implemented and the roles of the project team.

**Co-created with patients (10):** The extent to which, and methods by which, patients were involved in the design of the improvement and this presentation.

**Equity (10):** Health equity is considered, and disparities are identified where they are present. Appropriate measures of equity are shown, and action is taken to address any disparities particularly in relation to tangata whenua.

**Measurement (10):** The measurement strategy is described, including measures used to detect improvement in outcome and process level.

**Results/Outcome (10):** Outcome of the project is clear including evidence to support improvement?

**Challenges and lessons learned (10):** Any challenges faced and how they were addressed is shared, along with lessons learned.

### **Plants** (*oral or poster/storyboard display*)

**Context (5):** The context in which the work was undertaken is clearly defined (what unit/department/community).

**Problem/Issue (10):** The problem and improvement sought is clearly stated, including a description of how it was identified along with evidence to support the problem.

**Aim & methodology (15):** Aim is clearly defined. The improvement science method, techniques and tools undertaken to respond to the problem or issue are described, including how both people-based and technical changes were tested and implemented and the roles of the project team. How did the project sustain the result over a period of time?

**Co-created with patients (10):** The extent to which, and methods by which, patients were involved in the design of the improvement and this presentation.

**Equity (10):** Health equity is considered, and disparities are identified where they are present. Appropriate measures of equity are shown, and action is taken to address any disparities particularly in relation to tangata whenua.

**Measurement (15):** The measurement strategy is described, including measures used to detect improvement in outcome and process level.

**Results/Outcome (10):** Outcome of the project is clear including evidence to support improvement over a period of time. Evidence of sustainability, and how the interventions were spread (if applicable).

**Spread & sustainability (15):** The evidence of sustained improvement and/or spread is described, outlining how improvements have moved to business as usual.

**Challenges and lessons learned (10):** Any challenges faced and how they were addressed is shared, along with lessons learned.

## Criteria

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### Oral presentations

<b>Size</b>	Maximum 500 words
<b>Presentation</b>	Presentation: 10 minutes, Q&A: 5 minutes
<b>Title</b>	Limited to 15 words in sentence case (ie, capital letters are used for the first letter of the first word and proper nouns; all other words are lower case).
<b>Author and co-authors' details</b>	Include all authors – the submission system will allow you to indicate the presenting author(s).
<b>Layout</b>	Suggested abstract structure (content): <ul style="list-style-type: none"><li>• improvement aims</li><li>• improvement methods</li><li>• observations</li><li>• results</li><li>• discussion</li><li>• conclusions.</li></ul>
<b>Abbreviations</b>	Try not to use abbreviations. Place abbreviations in parentheses after the full word appears the first time. Express numbers as numerals.
<b>Audio-visual equipment</b>	<p>The presentation room will be equipped for the presentation of PowerPoint slides and include a data projector, laptop, lectern and microphone. Multimedia clips should be embedded in your slides.</p> <p>Presenters will take their PowerPoint slides and associated media files to the conference on a memory stick, where an audio-visual technician will load your presentation. Slides will be run from a central presentation computer. If you have a complex presentation which includes multiple media files, we suggest you bring your own laptop as a backup in case of difficulties loading your presentation.</p>

### Poster / Storyboard presentations

<b>Size</b>	A0 (841mm x 1189mm) or A1 (594 x 841mm)
<b>Final format</b>	PDF
<b>Title</b>	Limited to 15 words in sentence case (ie, capital letters are used for the first letter of the first word and proper nouns; all other words are lower case).
<b>Author and co-authors' details</b>	Include all authors – the submission system will allow you to indicate the presenting author(s).
<b>Format</b>	Posters (hardcopy) will be displayed in the main conference room. These should be A0 (841mm x 1189mm) or A1 (594 x 841mm) size. You can display in portrait or landscape orientation. You are required to print your own poster and bring it with you to the event. Delegates will have the opportunity to view the posters during the conference breaks and we recommend you are available during this time for any Q&As.
<b>Abbreviations</b>	Try not to use abbreviations. Place abbreviations in parentheses after the full word appears the first time. Express numbers as numerals.