**NHS Scotland Event 2020**

**Poster Abstract Form**

***Entry deadline: Monday 2 March 2020***

**Abstracts from NHS Scotland only or Abstracts co-authored by representatives of NHS Scotland and Partner Organisations**

**NHS Scotland Abstracts Only**

It is important that NHS Scotland employees discuss the content of your poster abstract with your poster co-ordinator by **3 February 2020**.

Your poster abstract will be reviewed by your Poster Co-ordinator or by your employing governance arrangements and constructive feedback will be provided on the content – with possibly some editorial changes suggested where appropriate. Please note that you must tick the box at the end of the form to confirm that the poster abstract has been quality assured.

**Abstracts Co-authored by representatives of NHS Scotland and a Partner Organisation**

Where a poster is co-authored by representatives of NHS Scotland and a partner organisation, please ensure the content of the poster is fully signed off through the governance arrangements of both organisations (i.e. the NHS Scotland employee will do this via the poster co-ordinator and the partner organisation will do this via their employing governance arrangements) before it is uploaded onto the online poster abstract system. Please note the tick box at the end of the form to confirm that the poster abstract has been quality assured.

**Abstracts must not exceed 400 words, excluding title, references and any diagrams.**

**Poster abstracts should make explicit reference to how you are contributing to the work being recognised within the poster category.**

In addition to submitting your abstract for consideration under the relevant poster category, if you also want your abstract to be considered for the **Transformational Change** award, please ensure you fully illustrate this in your abstract (and poster if your poster is selected for display). **Do not worry if that is not the main focus of your work. The criteria for judging the main poster categories will remain unchanged.**

**Please refer to the *Call for Posters Guide* for full details of submitting a poster abstract. The guide can be found at nhsscotlandevents.com.**

**NHS Scotland Event 2020 Poster Abstract Form – Entry Deadline 2 March 2020**

|  |  |
| --- | --- |
| **Category:** |  |
| **Title of Abstract:** |  |
| **Submitting Organisation(s)** |  |
| **Lead Poster Author Name:**  **Telephone:**  **Email:**  **Name(s) of Abstract Author(s):** |  |
| **Additional Author Name(s):**  **Telephone:**  **Email:**  *Please include all those who wish to receive updates/correspondence about the poster abstract submitted* |  |
| **I do/do not want my abstract to be considered for the Transformational Change Award (please delete as appropriate)** | |
| **Description** | A clear description of why the project was needed, what its aims were and the benefit over the current practice |
| **Methodology** | A clear and logical presentation of the method of actions taken to address those needs in a systematic way and if applicable, where would the intervention sit in the overall process/pathway and what additional resources/staffing are required |
| **Aims/Objectives** | Clear articulation of how the project supports our key priorities in a way that is relevant, interesting and may bring new thoughts and ideas to delegates |
| **Results/Outcomes** | The project outcomes and/or conclusion accurately reflect the evidence presented and draw appropriate conclusions |
| **References** | References should follow Vancouver Convention: name, title, publication, year, chapter, page number/s and should be listed on a separate page. References: remember to acknowledge any other individuals, funders or specific programmes. |

**In accordance with the quality assurance guidelines, it is important that you discuss the content of your poster abstract with your line manager, NHS Board Quality Improvement Lead or Clinical Governance Lead prior to submission and complete the information box below.**

*I can confirm this abstract has been discussed and agreed through the appropriate governance arrangements*

**Data Protection Permission**

Due to data protection legislation, when uploading your abstract, you will be asked to provide express permissions in relation to sharing the data contained in your abstract. These will be as follows:

I understand and give my permission for the information and contact details contained in this form to be shared with:

Eventage – who facilitate the online poster system for the NHS Scotland Event 2020;

Shortlisters for the Poster process agreed through the NHS Scotland Event 2020 governance arrangements;

The Poster Lead for the NHS Scotland Event 2020 for the purposes of communicating with poster authors; and

The NHS Scotland Events team for promotional activity.

The Scottish Government may also may wish to contact you in the future regarding the work described in your poster abstract so that further information can be obtained in an effort to share good practice.  We would therefore ask that you also tick the box to confirm you are content that we have your permission to do so.

**Please note that abstract forms uploaded which do not have these permissions boxes ticked will be rejected.**