

## 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 **13 March 2025** 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.

**Posters should fall under the theme of 'Patient Safety and / or Quality Improvement'.**

### 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](mailto: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 **Monday 13 January 2025**.
- A panel of RCoA judges will assess all submissions shortly after the closing date. Authors will be notified week commencing 3 February 2025 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 13 March 2025 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](mailto:CPD@rcoa.ac.uk).

CPOC is a partnership between:



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