

# 2023 OTTAWA PATIENT SAFETY CONFERENCE

## CALL FOR ABSTRACTS

**The Conference Planning Committee invites you to submit an abstract for oral and/or poster presentation at the 2023 Ottawa Patient Safety Conference. This year's theme is**  
**SYSTEMS FOR SAFETY: FROM THE FRONT LINE TO GOVERNANCE**  
*What will it take to truly achieve improved outcomes in quality and patient safety?*

The Conference Planning Committee particularly invites abstracts related to the conference theme. Abstracts will be selected based on (but not limited to) the dimensions listed below:

- Collaborating, learning and communicating: creating opportunities to advance the organization
- Performance and process: methods used to support and evaluate safety initiatives
- Leveraging analytics: advanced data to inform quality improvement initiatives
- Cultivating a safe healthcare environment: promoting safe practices, nurturing a just culture, and improving adherence to process
- Quality review: reporting and analyzing patient safety risks and events
- Regulatory and Accreditation: readiness activities and processes to support standards compliance
- Navigating across the continuum: promoting safety at every encounter or transition within the healthcare system
- First-person perspectives: Incorporating patient voices to drive improvements in patient care

### Abstract Review Process

Abstracts will undergo a blind, peer-review process. The Abstract Review Committee will assess each abstract based on the following criteria:

- Relevance to patient safety and/or quality improvement
- Alignment with theme of conference
- Clarity, originality and quality of content
- Activities undertaken to respond to problem or issue, including how changes were tested and implemented
- Measurement strategy, including results, challenges and lessons learned
- Potential or actual impact on quality of care or experience for patients and/or care providers

### Abstract Acceptance Requirements

All communication will be with the primary contact for the abstract submitted. Submitted abstracts will be acknowledged via email to the primary contact upon receipt. Selection will be completed and the primary contact author for the abstract will be notified via email by **September 20, 2023**. All successful author(s) must confirm their participation and register for the conference. All costs associated with the conference are the sole responsibility of those whose abstract has been accepted. If your abstract is accepted it will be used in conference material, including being posted online. Successful presenters must confirm the intent to present by **September 29, 2023**.

### Submission Requirements for Abstracts

1. Abstracts must be submitted electronically using the abstract template via Microsoft Forms.
2. Abstracts must not exceed 350 words (excluding the title, authors' names, references and mandatory headings).
3. Names of authors should not appear in the text of the abstract to allow for blind peer review.
4. Avoid the use of tables, figures, diagrams and charts in the abstract submission as this detail is not used to evaluate the merit of your abstract.
5. Place abbreviations in parenthesis after the full word when it appears for the first time.
6. An individual may submit more than one abstract. One submission form is required for each.

### Poster Presentation Guidelines

1. The presenting author will be required to stand by his/her poster(s) during the assigned presentation times during the day of the event to answer questions. In the case of multiple authors, at least one author is required to stand by the poster at the specified times.
2. The Patient Safety Conference will not cover expenses for abstract submission and expenses for developing the poster.
3. The poster **must not exceed 4'x8' feet** in size but may be any dimension within these constraints. Oversize posters may not be displayed. Push pins or velcro will be provided at the conference.

### Oral Presentation Guidelines

1. Each oral presentation will be 8-10 minutes in length, followed by a question/discussion period after all selected oral presentations have taken place.
2. Only one (1) author will be permitted to present the accepted submission. All correspondence will be forwarded to the presenting author only.
3. An LCD data projector, microphone, computer (PC), screen and an audio-video connection are included as part of the standard audio visual package in the conference room. Additional equipment will be at the presenter's expense.
4. PowerPoint presentations for oral presentations must be submitted electronically in advance of the conference. Additional information about this process will be provided to successful presenters.

### Consent to use photographic, video and audio recordings

Sessions may be recorded for participants to view following the event. By submitting your abstract, you are granting permission to list your name, abstract and to have your session recorded.

### Important Dates

**Call for Abstracts Closes:** August 31, 2023

**Notification of Acceptances:** September 20, 2023

**Confirmation of Intent to Present:** September 29, 2023

If you have any questions about the submission process or for additional information, please email [PatientSafety@toh.ca](mailto:PatientSafety@toh.ca)