



Introduction

One of the most exciting aspects of the **ACC Quality Summit: NCDR and Accreditation Annual Session & Expo** is the poster display, where fellow participants show how they use NCDR and Accreditation Services data to improve patient care. Last year we had over 80 posters and this year we are expecting even more!

We are Looking for Your Posters!

The **ACC Quality Summit** is your opportunity to share your successes and learn from each other. Describe your experiences in the format of an abstract and submit them to us for consideration as a poster or oral presentation at the upcoming ACC Quality Summit.

Once you submit your abstract it will be reviewed by a team of topic specific experts, and if approved we'll select it for either poster or oral presentation. Three oral presentation finalists will be invited to serve as faculty on the last day of the Summit and share their successful project during a general session!

We welcome submissions that describe innovative educational experiences, data collection processes, quality initiatives or research activities that take place in your institution and improve the care or services you provide to your cardiovascular patients.

Here is the process:

1. Read the **ACC Quality Summit** Poster Abstract Submission Instructions in detail before you begin.
2. If you are the lead (corresponding) and/or a presenting author, complete an Online Disclosure (required to provide accreditation education for attendees who review your poster).
3. Develop a short abstract following the format and guidelines included with these instructions (500-1,000 words).
4. Submit your poster abstract online at <https://accqualitysummit.gsubmit.net> by 11:59:59 pm (ET) **Wednesday, January 9, 2019**.
5. A committee will review all proposals that meet abstract poster submission instructions. We'll email you by **Monday, February 4, 2019** whether your abstract has been accepted to present as a poster or oral presentation during the Summit.
6. If selected to present a poster, you'll be invited to compete in our Quality Summit Poster Contest. To complete all you need to do is email your poster in an electronic format, e.g., PowerPoint or PDF, to ACC no later than **Monday, February 18, 2019**.
7. Three abstracts will be selected this year for oral presentation during a general session at the Summit. The winning author will be notified by the end of January.
8. You will exhibit your poster at the **ACC Quality Summit** during specific times and share your project with attendees. Your abstract will also be posted on an ACC website.



9. Posters submitted for the Quality Summit Poster Contest will be judged and the first, second and third place plus a People's Choice winner will be announced during a special awards ceremony on **Friday, March 15, 2019**.

How to Develop your Quality Improvement (QI) Project into an Abstract or a Poster?

Choose a topic that involves work you've done to manage and improve patient care and involves NCDR, Accreditation Services, and ACC Quality Campaign programs. You may submit more than one abstract and may include portions of prior abstracts and/or manuscripts submitted or presented elsewhere, if you have obtained appropriate copyright permissions.

Topics can include:

- Educational innovations
- Quality and performance improvement, and
- Research
- Data collection process enhancements
- Clinical data analysis, use of NCDR Dashboard reports

Need help on how to develop an abstract or poster? Use the [QI Abstracts and Posters Tools and Resources](#) to translate your QI project into effective conference abstracts and posters that convey your work, successes, and lessons learned.

What is the Selection Process?

A team selected by ACC independently evaluates and scores each abstract, using the following criteria:

- **Originality:** The extent to which the project makes an original and important contribution to cardiovascular care.
- **Significance:** The extent of the depth and focus of the project on process innovation, quality improvement, education or research achieved using ACC Quality Programs (NCDR, Accreditation Services, and Quality Campaigns). Special attention will be given to conclusions that are substantiated by relevant data and feasibility of application to other settings.
- **Relevance:** The extent to which the topic addresses current opportunities in the ACC Quality programs.
- **Presentation Quality:** Clarity of the project you are describing, including goals, processes implemented, expected and observed outcomes, and relevance to ACC Quality Programs. The abstract should be presented in a clear, concise, and well-structured way, with proper use of language and a title that reflects the contents of the story.

Your abstract's final score is the mean of all submitted scores. Abstracts may be rejected by the reviewers for the following reasons:

- The content of the abstract is not relevant to ACC Quality Summit attendees.
- The abstract did not contain enough information to qualify for acceptance.



- The abstract scored low on the evaluation criteria.
- The abstract did not cite an ACC Quality Program or cited the Program incorrectly (see Guidelines below).
- The abstract authors did not complete a disclosure.

How Do I Submit My Abstract?

The process is fully automated. You will need to prepare and submit a summary or “abstract” of your project, using the instructions and guidelines that follow. If accepted, the abstract will be used to develop your poster presentation that will be on display during **ACC Quality Summit** or oral presentation, if selected. Each abstract must be submitted separately.

To submit your abstract, complete the online application found at <https://accqualitysummit.gsubmit.net>.

Please note that if you submit a Word document, it will be automatically converted to a pdf format, which may take several minutes. The software requires you to “approve” the converted format to complete the submission process.

How do I Complete an Online Disclosure?

IMPORTANT: A disclosure must be completed for the lead (corresponding) and/or poster presenting author. Otherwise your abstract will not be accepted.

1. Log into ACC.org. If you are not registered with ACC.org already, go to www.acc.org and click on “create an account” in the upper right-hand corner of the page to register. Registration is free. If you need assistance in registering, you may contact ACC Resource Center by calling toll-free 800-253-4636, x5603, or 202-375-6000, x5603 during business hours, 9:00 am to 5:00 pm (ET), Monday-Friday, or email resource@acc.org.
2. Once you are logged into ACC.org, go to <http://disclosures.acc.org/Library>.
3. Complete your disclosure. If you have no disclosures, enter “none.”
4. Sign four Agreements (highlighted below with arrows):
 - 1) Education Attestation Agreement (click the button that says, “I agree for the next 12 months”);
 - 2) Confidentiality, Disclosure and Assignment Agreement (click the button that says “I agree for the next 12 months”);
 - 3) Embargo Agreement for Published Content and LBCTs (click the button that says “I agree for the next 12 months”); and
 - 4) Annual Statement and On-going Obligation Agreement (click the button that says, “I agree and confirm”).



Instructions for Preparing Abstracts

To help you prepare your abstract, please review the guidelines below. The eJournal software requires you to complete key information and in some cases, this must be repeated in the body of your abstract. Each abstract should include the following information:

1. **Title:** Include a title that describes the focus of your story. The title should clearly and succinctly identify the contents of the abstract. Be sure to capitalize the first letter of each word in the title, except for prepositions and articles.
2. **Authors:** List the lead (corresponding) author first, followed by supporting authors listed alphabetically; include titles of each author. List each author and his/her institution on a separate line.
3. **Affiliations:** List the organization for each author, with its city and state. Please also identify any affiliation for which there is a conflict of interest.
4. **Format:** The abstract must be presented in the following sequence, using the headings listed:
 - a. Problem Statement or Scientific Question:** Define the problem or scientific question your project investigated.
 - b. Background/Project Intent:** Use 2-3 sentences to ground the reader in your project and capture their interest. This should include:
 - Why you did this project? What is the history of the project? What was your intent or goal for the project?
 - You might also include external motivation, such as poor/outlier results on national measure, changes in payer reimbursement, reduced volumes, etc.
 - c. Methodology:** Describe the steps of your work and provide a road map for your project.
 - Explain your process in a way that makes the study reproducible.
 - What was unique? What did you do differently?
 - What were the tools, techniques, and strategies used?
 - First write down each step, then fill in detail, e.g.,
 - Formed multi-disciplinary committee to study ...
 - Studied population in NCDR/ACC Accreditation Services ...
 - Developed plan to ...
 - Implemented plan to...
 - A listing of the multi-disciplinary team that was involved in achieving improvement (specific roles, departments, type of expertise). Names are not required.
 - d. Results:** Summarize your results in 1-2 paragraphs.

Present data that indicates your project made a difference by including

 - before and after results
 - data source, date ranges, n, % change
 - statistical measures (if you have them)
 - information in charts, graphs, and tables, if converting to a poster



e. Conclusions: Use 2-3 sentences to discuss the implications of your project. This should be a short summary of what you learned from your work, any lessons learned for those who want to replicate your project, and any next steps you have planned.

- Refer to the statement of intent and summarize your project
- Explain how your project solves a problem and could benefit others
- Discuss any reservations and prospects

5. **Length and Font Size:** An abstract is a summarized “story” of your project. It should be relatively short, about 500 but no more than 1,000 words (excluding title, authors and affiliations). It should be typed in a minimum of 10-pt. font size.
6. **References:** Include any journals, literature, or other documents used to develop this project.
7. **ACC Quality Programs Trademarks:**
 - a. When referring to ACC Quality Programs, please refer to the following table for proper citation
 - b. After the first use, you may cite the Program without the registered mark or trademark. However, you may not abbreviate the name.

First Time Use	Subsequent Use
National Cardiovascular Data Registry (NCDR®)	NCDR
Chest Pain - MI Registry™	Chest Pain - MI Registry
AFib Ablation Registry™	AFib Ablation Registry
CathPCI Registry®	CathPCI Registry
ICD Registry™	ICD Registry
IMPACT Registry®	IMPACT Registry
LAAO Registry™	LAAO Registry
PVI Registry™	PVI Registry
STS/ACC TVT Registry™	STS/ACC TVT Registry
Diabetes Collaborative Registry®	Diabetes Collaborative Registry
PINNACLE Registry®	PINNACLE Registry
ACC Quality Campaign	Quality Campaign
Patient Navigator Program Focus MI	Patient Navigator Program Focus MI
Reduce the Risk: PCI Bleed	Reduce the Risk: PCI Bleed
ACC Accreditation Services	Accreditation Services
Atrial Fibrillation (AF) Accreditation	Atrial Fibrillation (AF) Accreditation
Cardiac Cath Lab Accreditation	Cardiac Cath Lab Accreditation
Chest Pain Center Accreditation	Chest Pain Center Accreditation
Electrophysiology Accreditation	Electrophysiology Accreditation
Heart Failure Accreditation	Heart Failure Accreditation
C4 Certification	C4 Certification

Guidelines

1. **Numbers:** Spell out numbers only at the beginning of a sentence. Use zeros before decimal points.
2. **Symbols:** You may use >, <, % symbols throughout the abstract.



3. **Tables and Graphs:** While tables and graphs are useful in posters, we don't recommend you use them in the abstracts as they are extremely difficult to align in the space available. If you do want to use them, boldface table headers. Graphs and tables MUST include the source of the data being presented. For example, cite an NCDR Outcomes Report as "CathPCI Registry® Outcomes Report 2016Q1," or whatever is appropriate for the type of data being cited. TITLES of tables and graphs MUST include the measure being analyzed. Be sure to think about what you are measuring and include that measure in the title. Label all axes. Do not include graphs without clearly labeling what is quantitated on the 'X' and 'Y' axes.
4. **Lab Values:** When citing lab values in your hospital, include units and range for normal. For example, if referring to a measure that is "less than 50," include units and, in parentheses, the normal range for that measure in your facility (e.g., creatinine clearance; cardiac enzymes).
5. **Abbreviations:** Use the complete term/phrase before including the acronym or abbreviation in parentheses. Example: Don't write D2B at first usage. Do write: Door-to-Balloon Time (D2B). Thereafter, use D2B.
6. **Define your terms:** For example, when using a word such as "target," define what the word "target" really means. If it means to measure your hospital's performance against a standard, then state that, and define the standard against which you are measuring your hospital's performance.
7. **General Tips:** Remember that the word 'data' is plural, and the word 'datum' is singular. Avoid using slang.
8. **Style:** At the present time, NCDR/Accreditation Services does not have a preferred style manual. Please, refer to any good text such as *American Medical Association Manual of Style*. For grammar and usage, *The Elements of Style*, by William Strunk Jr. and E. B. White, is always a reliable source.
9. Remember to have others proofread your abstract to look for any errors, typographical errors, misspellings, etc. before you submit it.

What if my Abstract is Selected for a Poster?

If your abstract is accepted for poster presentation you will also be invited to compete in our Quality Summit Poster Contest. Your poster will need to be submitted through <https://accqualitysummit.gsubmit.net> an electronic format, e.g., as a PowerPoint or a pdf, **no later than Monday, February 18, 2019.**

What if I choose to not compete in the poster contest?

If you choose to not compete in the judged contest (most submitters compete) you are still expected to present your poster in our Poster Pavilion.

If your abstract is accepted for development as a poster, we will email you Poster Instructions and let you know the dates and times you will need to be available at the Quality Summit to discuss your poster with attendees. We will also provide more detail about materials to use and what will be provided for you while onsite at the Summit.

Note, all abstracts accepted for poster presentations will be posted on the **ACC Quality Summit** website.



What if my Abstract is Selected for an Oral Presentation?

We are excited to be expanding our abstract/poster event into one that also includes an oral presentation. This will provide even greater exposure to the important work of improve the care and services our participating hospitals and practices provide.

The winning author will be one of several faculty participants in a general session entitled: **“Real World Teams Making a Difference for our Patients.”**

The objective of the session is to enable attendees to:

1. Identify at least three examples of QI successes that involved ACC Quality Programs.

Each faculty participant will provide a 10 – 15-minute presentation followed by questions and answers. There will be at least one planning conference call with the faculty prior to the meeting.

If you’re selected to present your abstract as an oral presentation you are not expected to also display a poster.

Who Should I Contact if I Need Assistance?

If you have any questions or need assistance, please email ncdr@acc.org or contact Maria Ortiz, Quality Program Instructional Design Associate at mortiz@acc.org or call her at (202) 375-6388.