Abstract and Poster Submission Instructions

Table of Contents

Introduction

One of the most exciting aspects of the **ACC Quality Summit Virtual:** 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 75 posters and this year we are expecting even more!

Share your Journey

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

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 first day of the Summit and share their successful project during a general session!

This is an excellent opportunity to share innovative educational experiences, team-based collaboration, data collection processes, quality initiatives or research activities that take place in your institution and improve the delivery of care or services you provide to your cardiovascular patients.

Target Audience

The **ACC Quality Summit Virtual** draws a diverse group of more than 2500 healthcare professionals such as:

- Cardiovascular Administrators and leaders seeking innovating solutions to improve service line processes of care.
- Quality improvement professionals who lead organizational performance improvement efforts.
- Hospital administrators who want to learn how the NCDR Registry/Accreditation can support their strategic goals.
- NCDR Registry/Accreditation sites managers and data coordinators interested in data integrity and quality.

What is the Process?

1. Read the ACC Quality Summit Poster Abstract Submission Instructions in detail before you begin the submission process.
2. If you are the lead (corresponding) and/or a presenting author, complete the ACC Online Disclosure (continuing education credit requirement).

3. Develop a short abstract following the format and guidelines included with these instructions (500-1,000 words).
4. Submit your poster abstract to the **Abstract Scorecard** by 11:59:59 pm (ET) **Wednesday, June 30**. When you submit your abstract you will create an account using your email address and an access key. Make a note of the email you used and the access key. This information will allow you to revise your submitted abstract at any time until the deadline and submit your poster if approved.
5. A committee will review all proposals that meet poster abstract submission instructions. We'll email you by **Monday, August 2** whether your abstract has been accepted to present as a poster or oral presentation during the Summit**.**
6. Three abstracts will be selected this year for video presentation during a general session at the Summit. The winning authors will be notified by **August 2**.
7. If selected to present a poster, you'll be invited to submit your poster to the same portal you used for your abstract submission. You will login using your email address and access code and submit your poster in PDF format no later than **Friday, August 27.**
8. Posters submitted for the Quality Summit Poster Contest will be judged and Honorable Mention winners will be selected to present their posters in video format. Winning authors will be notified by **Friday, September 10**.
9. The People's Choice Power Award winner will be announced at the conclusion of the ACC Quality Summit. Notification will be sent out via Mobile App and announced on the Virtual Platform on **Friday, October 1**.

How do I develop an Abstract or a Poster?

Choose a topic that involves work you've done to manage and improve patient care and involves NCDR and Accreditation Services. 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:

- Quality Improvement
- Leading Quality Initiatives
- Enhancing Data Collection and Submission
- Population Health Management

Need help on how to develop an abstract or poster?

- Quality Improvement Abstract and Poster Tool

  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.

- American College of Physicians

  https://www.acponline.org/membership/residents/competitions-awards/acp-national-abstract-competitions/guide-to-preparing-for-the-abstract-competition/writing-a-research-abstract

- Journal of Palliative Medicine

  Wood, G. J., & Morrison, R. S. (2011). Writing abstracts and developing posters for national meetings. *Journal of palliative medicine*, *14*(3), 353–359. https://doi.org/10.1089/jpm.2010.0171

- Indian Journal of Psychiatry

  Andrade C. (2011). How to write a good abstract for a scientific paper or conference presentation. *Indian journal of psychiatry*, *53*(2), 172–175. https://doi.org/10.4103/0019-5545.82558

- Unite for Sight

  http://www.uniteforsight.org/global-health-university/abstracts-research

What is the Selection Process?

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

Abstract Criteria	Description	Evaluation Criteria
Content and Significance	The extent to which the abstract clearly identifies the goals of the project, its outcomes, and the methods and tools that are used to assess the outcomes. Further, there is a logical sequence of information. The extent to which the project presents significant information about process innovation, quality improvement of cardiovascular care, and education or research achieved with NCDR/Accreditation data, along with whether the conclusions are substantiated by the data and/or are consistent with the title of the abstract. If the abstract is a research project, it includes a hypothesis, correct methods to evaluate the hypothesis, and correct conclusions drawn.	**Overall Grade** **10** = Outstanding **9** = Excellent **8** = Very Good **7** = Good **6** = Above Average **5** = Average **4** = Below Average **3** = Weak **2** = Questionable **1** = Not Acceptable *(would probably not contribute to the work of other NCDR/Accreditation participants, potentially confusing and/or misleading)*
Relevance	The extent to which the topic addresses current opportunities in the ACC Quality program and are relevant to NCDR/Accreditation, applicable to other settings, and are of interest to other participants.	
Originality	How original is the concept presented in this abstract? Or, how original is the new approach to an old problem? Abstracts should be an original idea, concept, or an improvement or revision of a previous idea.	

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 an 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 Virtual** or oral presentation, if selected. Each abstract must be submitted separately.

To submit your abstract, access the online submission portal link here: **Abstract Scorecard**.

You will first select the NCDR or Accreditation Services product that your QI project addresses or utilizes. This will ensure that the appropriate reviewer will be assigned to your abstract. You will then complete each abstract section (Problem Statement, Background, etc.) in the designated field. We recommend that you copy and paste each section from a finalized Word document version so you will not be required to type and edit content within the Abstract Scorecard field. Once completed, you can edit your abstract at any time until the deadline. In order for all your edits to be saved, you will need to select the "submit" button before exiting the Abstract Scorecard.

How do I complete an ACC Online Disclosure?

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

a. Log into ACC.org. If you are not registered with ACC.org already, please go to 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.
Please do not create another account if you already have one. *If you forgot your password, click on "Forgot Password?" to enter your email address/username to verify your identity and retrieve your password.*
b. Once you are logged into ACC.org, go to https://disclosures.acc.org/Library
c. Complete your disclosure. If you have no disclosures, you do not need to click on the green "Add" button. Simply scroll to the ACC Agreements section and review.
d. Sign the four ACC Agreements:
   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")
   4. Annual Statement and On-Going Obligation Agreement (click the button that says, "I agree and confirm")

Instructions for preparing an Abstract

To help you prepare your abstract, please review the guidelines below. The Abstract Scorecard software requires you to complete key information in abstract fields. Each abstract should include the following information:

1. <u>Title</u>: 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. <u>Authors</u>: There will
3. <u>Affiliations</u>: 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. <u>Format</u>: The abstract must be presented in the following sequence, using the headings listed:

Headings	Description
Problem Statement or Scientific Question	Define the problem or scientific question your project investigated.
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.

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.
	   1. What was unique? What did you do differently?
	   2. What were the tools, techniques, and strategies used?
	• First write down each step, then fill in detail, e.g.,
	   1. Formed multi-disciplinary committee to study …
	   2. Studied population in NCDR/ACC Accreditation Services …
	   3. Developed plan to …
	   4. 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.

Results	Summarize your results in 1-2 paragraphs.
	• Present data that indicates your project made a difference by including
	  1. before and after results
	  2. data source, date ranges, n, % change
	  3. statistical measures (if you have them)
	  4. information in charts, graphs, and tables, if converting to a poster

Value Proposition	Describe how your project addresses 1 or more Value-Based Healthcare Benefits below:
	  1. Patients – Lower costs and better outcomes
	  2. Providers – Higher patient satisfaction rates and better care efficiencies
	  3. Payers – Stronger cost controls and reduced risks
	  4. Suppliers – Alignment of prices with patient outcomes
	  5. Society – Reduced Spending and better overall health

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

- Length: An abstract is a summarized "story" of your project. It should be relatively short, about 500 but no more than 1,000 words (excluding authors and affiliations).
5. References: Include any journals, literature, or other documents used to develop this project.
6. 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. <u>Numbers</u>: Spell out numbers only at the beginning of a sentence. Use zeros before decimal points.
2. <u>Symbols</u>: You may use >, <, % symbols throughout the abstract.
3. <u>Tables and Graphs</u>: 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. <u>Lab Values</u>: 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. <u>Abbreviations</u>: 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. <u>Define your terms</u>: 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. <u>General Tips</u>: Remember that the word 'data' is plural, and the word 'datum' is singular. Avoid using slang.
8. <u>Style</u>: 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 the **Abstract Scorecard** in PDF format, **no later than Friday, August 27, 2021.**

Poster presentations will be displayed on the virtual platform. Poster presenters are also invited (although not required) to record a short 3-5 minute, audio-only presentation with a summary of their poster that can accompany their poster visual. If your abstract is accepted for development as a poster, we will email you Poster Instructions with details on recording your Virtual Poster Presentation and completing your Author Profile.

Who should I contact if I need assistance?

If you have any questions or need assistance, please email ncdr@acc.org or contact Madeline Tappe, Health Systems Learning Associate at mtappe@acc.org or call at (202) 375-6160.