

In Collaboration with



Middle East Forum On Quality and Safety in Healthcare 2024

23-25 February 2024

Call for Abstract Guidelines

Brought to you by

Hamad Healthcare Quality Institute

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Overview

Hamad Medical Corporation (HMC) in collaboration with the Institute for Healthcare Improvement (IHI,) is hosting its 10th annual Middle East Forum on Quality and Safety in Healthcare, the annual gathering of healthcare professionals in quality improvement (QI) and patient safety, on February 23rd-25th, 2024

The ME Forum regularly connects thousands of healthcare leaders and practitioners from around the globe, providing a stimulating and inspiring setting for healthcare professionals to meet, learn, and share knowledge with the collective aim to improve the quality and safety of care for the patients and communities we serve.

Forum Tracks and Learning Objectives

Learning Objectives

Quality & Safety:

- To develop a comprehensive understanding of quality improvement methodologies and strategies.
- To enhance the ability to identify and mitigate potential risks to patient safety.
- To promote a culture of continuous and sustained quality improvement in healthcare organizations.

Population Health:

- To explore quality improvement strategies for improving the overall health outcomes of diverse populations.
- To gain insight into enhancing the health results of a collective of individuals, encompassing the dispersion of these outcomes within a diverse population.

Leadership and Innovation in Healthcare:

- To cultivate leadership skills and innovation in healthcare quality and safety.
- To inspire and engage leaders at all levels to drive positive change and sustainable results.
- To gain insight into the utilization of technology for enhancing the quality of healthcare.

Applied Improvement:

- To apply improvement science concepts, methods, and tools to bring about meaningful and sustainable changes in healthcare.
- To develop the capability to manage unexpected challenges while maintaining day-to-day operations.
- To enhance the capacity for rapid, data-driven decision-making to drive improvement initiatives.

Person-Centered Care:

- To emphasize the importance of placing patients, staff, and care partners at the center of healthcare improvement initiatives.
- To learn how to effectively partner with individuals to enhance the quality of care.
- To create a more patient-centered healthcare environment that plans, manages, and improves based on individual needs and preferences.

• Learning Outcomes

At the end of the forum, the participants will be able to:

- Understand improvement science and its data driven applications in healthcare, and its role in addressing diverse population needs through collaboration between healthcare disciplines, teams and systems.
- Connect functional teams applying improvement projects, including an aim, measures, and iterative tests of change to their purpose of better patient experience.
- Develop leadership skills and resilience to drive sustainable improvements in healthcare, while also mastering the art of nurturing innovation, adaptability, and the effective utilization of technology within healthcare organizations.

General Rules and Regulations

We are looking for your abstract submission to be featured in the 2024 Middle East Forum on Quality and Safety in Healthcare in Doha, Qatar.

We invite you to share your experiences in quality improvement and patient safety projects and programs that you have established to improve patient care.

As the presenting author, submission of your abstract constitutes a commitment to present your work if the abstract is accepted. Authors are responsible for ensuring that all listed co-authors have been notified and approved the submitted abstract.

Copyright issues: authors who use original work (pictures, charts, graphs, videos, etc.) in the submission must cite the original source. If you are drawing heavily on another source, it is your responsibility to seek the appropriate permission from the publisher to re-use the material.

Following a peer review process, accepted abstracts of the highest quality will also be subjected to plagiarism check before being edited and published in a scientific journal, if the submitting author opted for that option and testified that the abstract has not been previously published and is not currently being considered for publication elsewhere.

The identified presenting author of an accepted abstract will receive a complementary conference registration.

Evaluation process

Submissions will be vetted by an Abstract review Committee that includes an independent panel of judges.

At least three (3) members of the Committee will evaluate each abstract.

The final score will be computed using an averaging system and proposals will be ranked accordingly based on the average scores generated from the overall scoring system.

Only the top abstracts with the highest submission scores, in each category, will be shortlisted to proceed to the next level of evaluation

- *Please note that abstracts with the highest scores, have an opportunity to be published in a proceedings journal volume, subject to authors' approval.*
- ***All approved posters*** will automatically be included in a competition and the winners will receive recognition awards, with a final 'public choice' award going to the poster voted by attendees as their personal preferred poster.

Evaluation Criteria

To ensure that your submission is highly scored and selected, please make sure your submission respects the following criteria:

Fit your abstract submission under one track of the 2024 MEF conference, you can choose one more secondary track. If your submission is selected for inclusion in the 2024 MEF agenda, the scientific planning committee might find it appropriate to have your work presented under one of the secondary tracks.

Fit your submission under one category:

A: Breakout/Oral presentation, "Methods, Tools and Frameworks"

60-minute breakout session presentation on theories, tools, methods, or frameworks. These sessions should include dedicated time for interactivity such as Q&As. Type A sessions will be featured on the agenda on Saturday or Sunday, 24th or 25th February 2024 and may also be broadcast online.

B: Breakout/Oral presentation, "Case Studies from the Field."

60-minute breakout session presentation on practical implementation of clinical care improvement efforts. These sessions should include dedicated time for interactivity such as Q&As. Type B sessions will be featured on the agenda on Saturday or Sunday, 24th or 25th February 2024 and may also be broadcast online.

C: Poster, methods/tools and frameworks

This is a visual way to illustrate and present theories, studies, and research suggested for the care experience of patients and their family members. Posters may be displayed onsite and/or online.

D: Poster, case studies/projects

This is a visual way to illustrate and present practical experiences and solutions undertaken that have improved the care experience of patients and their family members. Posters may be displayed onsite and/or online.

E: Workshops

Interactive practical sessions on different quality improvement and patient safety methodologies. Each workshop must provide practical skills to the participants. These sessions should be mostly comprised of exercises and engagement activities. Workshops will be delivered in person only (not offered online) on Friday 23rd February 2024. Please select the preferred workshop duration:

60 minutes

120 minutes

Half day

Full day

Please state 2-3 learning objectives for your submission.

For every submission (Options A-D) you will need to upload:

- Abstract title
- Structured Abstract - Maximum of 300 words excluding references (To not be exceeded at all)
 - o Background and SMART Aim (for QI projects)
 - o Method
 - o Results
 - o Conclusion
 - o References
- May include up to 2 tables or figures (Cited in the abstract text)
- Up to 3 references maximum should be listed numerically (Vancouver format) at the end of the abstract in their order of citation in the text
 - o Additional section for disclosure/brief acknowledgements may be added
- List 5 keywords

- Statement of departmental or ethical approval or exemption with committee name and reference number (when applicable)
- To have the abstract considered for publication, include a statement confirming that the information has not previously been published and will not be submitted for publication elsewhere verbatim or under the same title)
- Selection of preferred presentation format (Oral presentation–Face-to-face or poster)
- If submitting for a poster category: (Option C-D) A draft (near final version) of the poster needs to be submitted alongside the abstract template. (please refer to [Poster Template](#) and extra poster design tips stated below)
 - o Landscape orientation (PPT, PPTX, or PDF file format)
 - o Include all required figures and tables but make sure it is readable, of good resolution, and appealing as these elements are part of the judging criteria.

The final poster revised version can be uploaded at a later stage and if your poster is shortlisted

For every submission (Options E) you will need to upload:

- Workshop title
- Structured submission using the template file provided - Maximum of 300 words (Strictly applied), including up to 3 references maximum
 - o Background/Workshop objectives
 - o Methods
 - o Target audience
 - o Detailed agenda showing interaction portion and durations, identifying speakers simply as “Presenter” or “Facilitator” “A, B, C...” for each component of the workshop.
 - o References
 - o Additional section for disclosure/brief acknowledgements may be added
 - o Specify required room configuration
 - o Specify specific equipment required for this workshop
 - o Proposed maximum number of participants
 - o Specify format:
 - 60 minutes Workshops

- 120 Minutes Workshop
 - Half Day Workshop
 - Full Day Workshop
- The number of complementary places will be confirmed based on the workshop format.
 - Upload a draft of your workshop presentation slides (.ppt or .pptx) without any presenter identifiers but showing at least the interactive exercises and the engagement activities. There is no specific template at present. You will be notified if a specific template needs to be used at a later stage.

Poster Design Tips

MAKE IT VISUAL! Use clear and informative charts: always consider ways to present your ideas with more than words, like illustrations, photographs, charts, and graphs. Make sure that photographs are not pixelated and don't identify patients or any un-consenting subjects.

Title: Include a title that describes the focus of your story. The title should clearly identify the contents of the abstract. Be sure to capitalize the first letter of each word in the title, with the exception of prepositions and articles.

Authors: List all authors and co-authors with their titles and their institution(s).

Arrangement: The poster should have a definite sense of direction and should match the logical flow of information. Your poster should generally read from left to right, following the outline. Use lines, frames, contrasting colors, or arrows to call attention to important points.

Lettering: Select a clean, simple English letter font/style, and use it consistently throughout the poster. Less words (Font Arial, body 10-12 titles 14-20) the smallest letters should be at least 1/4" tall (18 point when printed on A0 size) and easy to read. Use both upper and lower case letters (do not use all capital letters) especially in body copy.

Colors: Light background, Black fonts. Aim to use no more than four colors. Color can help to highlight sections or point out similarities and differences but too many colors can detract from the main message.

Accuracy: You are responsible for the data accuracy and ensuring you have permission from your institution to publicize this in a public conference.

Avoid Clutter: Communicate enough information so that viewers understand your work but avoid unnecessary details that may confuse the message. Overcrowding is a problem with poster design. While accuracy is important, your poster should stimulate interest rather than provide complete details.

Numbers: Spell out numbers only at the beginning of a sentence. Use zeros before decimal points.

Symbols: Use only industry standard symbols where applicable.

Tables and Graphs: All tables and graphs or figures should be numbered, titled, and cited where appropriate in the text. Titles of tables and graphs MUST include the measures and you should label all axes. Graphs and tables MUST include the source of the data.

Laboratory or data values: When citing recorded values in your hospital, include units and range for normal.

- For QI projects, the poster should preferably include data tables, figures, KPI charts or live photos. Data presentation is encouraged in a qualitative content analysis or time-ordered data (e.g., run charts, control charts, time series analysis). Please make sure all documents/images are high quality and easy to read

Abbreviations: Use the complete term/phrase before including the acronym or abbreviation in parentheses - remember there are others who may be interested in your poster who may not be familiar with industry / clinical terms. Remember to define your terms clearly and succinctly to avoid confusion.

Poster size: Posters will be printed in A0 size by the conference organizers, landscape orientation - please incorporate this point in your design.

Poster Template: Please click here to download a A0 template in PowerPoint format. To see a poster example in PDF format please [click here](#).

Remember to make sure that all co-authors reviewed and approved the content and presentation of the poster. It is your responsibility to ensure appropriate professional language and proofreading of the content by a specialist.