



Pressure Ulcers to Zero (PUTZ) – A Celebration 16th November 2017 Pillar Room, Rotunda Hospital, Dublin

Abstract Proposal Guidelines

- Abstracts must not exceed 300 -500 words
- All information (including tables must be included in a single document)

The following Headings and questions will help guide the structure of your proposal.

- Include the Poster Title
- Describe your ward and team
- **What** did you want to do? AIM (ward aim)
- **How** did you do it – Quality Improvement Initiatives? (*examples might include*):
 - a. Staff engagement, Patient engagement
 - b. Model for Improvement & PDSA (SSKIN Bundle (specific changes))
 - c. Learning sessions , action, periods, resources
- **Did you improve?**
 - a. How do you know if the changes you were making were an improvement?
(Safety Cross, Run charts, Feedback, Qualitative feedback such as conversations)
- **Why** is this work important to your team?
- What next? – **ONE KEY MESSAGE**

Poster Format Guidelines

- The poster should be A1 size: 594 x 841mm (23.4 inches x 33 inches)
 - If teams would like to print an A0 poster, they can print locally and bring to the conference for display
- The poster can be printed in portrait or landscape format
- The **PUTZ Logo** must be displayed on the poster
- References (if used) should be Harvard referencing style
 - If references do not fit on the poster, please make them available separately (e.g. on A4 sheets) at the conference, so they are accessible. Please include references on abstract submissions.

Useful Tips

- Advice on how to develop a poster is available at:
<https://www.youtube.com/watch?v=GJwcVWszLC4>
 - This film will talk through different software to use including MS PowerPoint/ MS Publisher etc.
- Include a contact e-mail address for one author
- Try not to overload the poster with text – approximately only one third of the poster only should be text
- Keep the text large enough to be read with ease. Also consider the colour of the background and of the text e.g. light-coloured text can be difficult to read against a dark background
- Posters should present information clearly and succinctly
- Posters should be saved in high resolution for printing quality
- *Example* templates of posters are included as Appendix 1 and Appendix 2

Acceptance Criteria

Posters will only be accepted if the following criteria are met:

- The abstract and poster are received by pressureulcerstozero@hse.ie by **25th Oct 2017**
- The authors are members of the individual Hospital PUTZ team(s)
- Posters to be set up from 9.00a.m. on the day; all posters to be on display by **9:30a.m.**

Poster Presentation

The poster presentation consists of a 2-3 minute presentation by a team member. Be prepared for a question or two following your presentation such as what do your results show? / What are the expectations of the team following the collaborative?

Guidance on poster presentation can be viewed at;

<https://www.youtube.com/watch?v=vMSaFUrK-FA&list=PLQYPRVJgjEZZd9EAqwml53ziYOqldQpJ3&index=3>

For queries please contact pressureulcerstozero@hse.ie

Appendix 1 – Example Poster Template 1



Title
Author(s)
Institution

Hosp/Group Logo

Insert Sub-Heading


Insert Sub-Heading

Insert Sub-Heading

Insert Sub-Heading

Insert Sub-Heading

Appendix 2 – Example Poster Template 2

Title		
Author(s)		
Institution		
Insert Sub-Heading		Insert Sub-Heading
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	Insert Sub-Heading	Insert Sub-Heading