
Submit your abstract online by January 15, 2013 at: [final link to be announced in early November, 2012]

**Requirements**

Abstracts should describe work that has already been completed or is close to completion by early 2013 and must include some results both in education and clinical practice. The interprofessional symposium committee will review all abstracts. Accepted abstracts will be either selected for a podium or a poster discussion session. Authors of selected abstracts will submit their final presentation slides and posters by early March, 2013.

There are 9 steps in the online submission. While the system will not time you out, it’s strongly recommended that you write your submission in a Word document with consultation from your team members and then copy into the system. For example, Step 3 requires details that may take some time to gather.

**Step 1: Title:** Please select a title that describes your project. (200 characters max)

**Step 2: Contacts:** List main contact -- the person with whom the Symposium committee will communicate regarding the abstract and final poster or podium presentation information. Main contacts will be notified regarding status of submission by email by Feb. 13, 2013.

**Step 3: Additional contacts:** List other contact (up to 5 total) information. You may have more than 5 people on your team; however we can only list up to 5 people in Symposium materials.

**Step 4: Brief outline of problem:** What was the problem that you set out to tackle? How was it affecting patient care? (1000 characters max)

**Step 5: Assessment of problem and analysis of its causes:** How did you quantify the problem? How did you assess the causes of the problem? (1000 characters max)

**Step 6: Strategy for change:** How did you implement the proposed change? Describe how medical students/nursing students/house staff/fellows were involved? How did you disseminate the results of your analysis and your plans for change to the groups involved with/affected by the planned change? What was the timetable for change? Describe the educational impact. (1000 characters max)

**Step 7: Measurement of improvement:** How did you link the problem, the intervention and the outcome metrics? How far did these changes resolve the problem that triggered your work? How did this improve patient care? How is the change sustainable? What barriers to change did you encounter? (1000 characters max)

**Step 8: Lessons learned:** What lessons have you learned from this work? What would you do differently next time? (1000 characters max)

**Step 9: Conclusion:** What is the main message based on the experience that you describe here that you would like to convey to others? (1000 characters max)

Questions? Contact Deb Patterson at Debra.patterson@ucdmc.ucdavis.edu or by phone at (916) 734-3530.