6th Annual Michigan Summit on Quality Improvement & Patient Safety

Information for Presenters

Purpose

To recognize outstanding quality improvement and patient safety (QI/PS) projects by residents and fellows and to highlight the importance of quality improvement as a component of the graduate medical education training and professional practice experience.

Methods

This year, there will be two opportunities for residents and fellows to present at the 6th Annual Michigan Summit on Quality Improvement & Patient Safety:

1. Voice-over PowerPoint (VOPP) presentation;

2. Top projects will be selected for the opportunity to participate in a live stream slide presentation (LSSP) during the Michigan Summit on Quality Improvement & Patient Safety on Wednesday, May 19th 2021.

Eligibility Requirements

✓ Individuals enrolled in recognized residency and fellowship programs in Michigan and have a provisional or full license to practice in Michigan are eligible to present QI/PS projects in the Summit.
✓ Core Faculty of SEMCME member institutions also are invited to submit VOPP presentations of their QI/PS work. These projects will not be considered in the competition.
✓ **Medical students and other allied health professional trainees are not eligible to present but may participate in the competition as co-authors.**

Submitted projects must be related to improving the quality of patient care and/or enhancing patient safety (fulfilling ACGME/AOA requirements for resident involvement in patient safety and quality improvement).

Preference will be given to projects that have completed at least one QI process cycle (e.g. Plan Do Study Act, Clinical Practice Improvement, Root Cause Analysis, or other systematic process).

PLEASE NOTE: CASE REPORTS AND LITERATURE REVIEWS WILL NOT BE ACCEPTED

Important Dates

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April 2:	Abstract Submission Deadline
April 5-12	Abstract Review
April 12-16:	Residents informed of project acceptance to Voice- Over PowerPoint or Live Stream Slide Competition
May 5:	VOPP Presentation Submission Deadline
May 5-12:	Judging of VOPP Presentations
May 12:	Summit registration deadline
May 19:	**Michigan Summit on QI&PS** *Resident and fellow presentations by Zoom *Keynote Speaker *Announcement of VOPP & LSSP Competition Winners

Topics of special interest in the competition include:

- COVID-19
- Projects involving Inter-professional teams
- Cost Effectiveness in Health Care
- Health Care Disparities
- Patient Care (Clinical)
- Patient Safety
- Transition of Care

Abstract Requirements

- It is the responsibility of all participants (residents/fellows and Core Faculty) to secure all necessary approval (IRB, Program Director, Co-Author, Institution etc.) prior to submitting an abstract for consideration.

- All abstracts must be received by <u>Friday, April 2nd, 2021</u> for consideration

- Abstracts must be 500 words or less; no case reports or literature reviews

- Residents/Fellows and Core Faculty can present *only one* project at the competition; Presenters may be listed as an additional author on other projects.

- Residents/Fellows should indicate if they are willing to present their project as a slide presentation if they are selected.

Participation Requirements

- All resident/fellow presenters must register for the QI Summit no later than **Wednesday, May 12, 2021**

- All resident/fellow presenters of live stream slide presentations (LSSP) will be given a designated time period for their presentation and should be available from 8:00am to 12:30pm on Wednesday, May 19th, 2021.

- *It is the responsibility of residents and fellows to secure the half-day of release time from their training programs prior to agreeing to participate in the QI Summit events.*

- The presenter should have personally conducted (or supervised) the work being presented, and should have contributed substantially to the design and implementation of the project.

- For the live stream slide presentation (LSSP), if the presenter is ill or has an emergency conflict, a resident/fellow co-investigator may present on his or her behalf. Faculty sponsors or other staff members **may not** substitute for resident/fellow presenters. Faculty may only present their own research work as VOPP presentations.

- In accordance with the ethical guidelines of major medical journals such as *Academic Medicine* and the *New England Journal of Medicine*, it is not appropriate for a person who did not participate in the project to accept credit for the work and to compete in the Summit.

- Work presented by a resident/fellow may be based on prior inquiry, but the majority of the preparation must have been completed **during** the current training program. An individual may compete in more than one year during his or her training and is eligible to win a prize in each year of participation. He or she may report on a single topic in successive years, but each succeeding presentation should reflect a substantial difference from the previous presentation(s). Projects may

also have been submitted for presentation at the SEMCME Research Forum or other conferences.

Application and Abstract Requirements
Deadline: Friday, April 2, 2021

All Residents/Fellows and SEMCME Core Faculty interested in participating with presentations must submit an Application for Presenters form and upload the project abstract no later than Friday, April 2, 2021. Only one submission per resident/fellow as the primary author will be considered. All projects will be reviewed by at least two judges and the scores will be averaged to determine the winners in each category. A Z-score will be calculated to help reduce variability among judges.

Preference will be given to projects that have completed at least one QI process cycle (e.g. Plan Do Study Act, Clinical Practice Improvement, Root Cause Analysis, or other systematic process). Abstracts will be screened by a panel of experts and notification of acceptance will be emailed after April 12, 2021.

Abstract Format
✓   Limited to 500 words, excluding title and authors

Title
✓   Place at top of abstract, title is bold
✓   Include all authors (resident and faculty). The resident presenter's name should be listed first.
✓   Please place an "*"next to faculty sponsor's name

EXAMPLE
Body/Text Suggested Outline

- Introduction
- Methods
- Study Design
- Results
- Discussion
- Conclusion
- Next Steps

Instructions for VOPP Presentations

1) Create a **voice over PowerPoint** of your project and note the following requirements:

   a) It is recommended that you limit the presentation to no more than 12 slides.
   b) Record your presentation. Be certain your volume is on sufficiently loud so that judges will be able to hear the recording.
   c) Voice Over PowerPoint must be limited to 6 minutes.
   d) All presentations will be reviewed by at least two judges.
   e) Z-scores will be calculated to help reduce variability among judges.

2) The criteria used to judge the competitions is as follows:

   ✓ Definition of QI/PS problem clearly stated
   ✓ Statement of Project Objectives using SMART Aim
   ✓ Utilization of QI Tools
   ✓ Clearly defined metrics
   ✓ Suggestions – innovative or designed to improve performance
   ✓ Multi-disciplinary/multi-professional approach
   ✓ Impact on patient care
   ✓ Clearly stated conclusion
   ✓ Presentation – organization, use of visual aids, delivery

      a. Anticipate questions that judges may have as they will not be able to ask and hear your responses.

         i. Other tips can be found here
         ii. For instructions on how to create the voice over Power Point, please see : https://www.howtogeek.com/449836/how-to-record-voiceover-narration-in-powerpoint/

      b. **Upload** your voice over Power Point presentation to YouTube.com **by May 5, 2021** to allow time for judging.

If your project is selected for presentation as a live stream- slide presentation (LSSP) presentation, please follow the instructions below:

Instructions for LSSP Presentations

Create a PowerPoint presentation of your project and note the following requirements:

    a. It is recommended that you limit the presentation to not more than 12 slides.
    b. The presentation should be limited to 10 minutes, leaving 5 minutes for questions from the judges.
    c. Additional questions may be taken from the audience if time allows.

- By May 7th, you will be informed of the exact time of your presentation, but you should be available from 8:15 to 12:30 on Wednesday, May 19, 2021.
- The LSSP presentations will be judged by at least three judges.
- A Z-score will be utilized to account for variability in scoring among the judges.
- If you have further questions, contact Dr. Nadia Juzych at njuzych@med.wayne.edu.

Judging and Awards

The judges for the VOPP and LSSP competitions will consist of leaders in graduate medical education across the state.

The criteria used to judge the competitions is as follows:

- ✓ Definition of QI/PS or wellness problem clearly stated
- ✓ Statement of Project Objectives using SMART Aim
- ✓ Utilization of QI Tools
- ✓ Clearly defined metrics
- ✓ Suggestions – innovative or designed to improve performance
- ✓ Multi-disciplinary/multi-professional approach
- ✓ Impact on patient care and/or caregiver wellness
- ✓ Clearly stated conclusion
- ✓ Presentation - organization, use of visual aids, delivery

LSSP presentations will be recorded and available to for review for all registered participants following the Michigan Summit on Quality Improvement & Patient Safety.

Presentation Awards

The Awards Ceremony for both VOPP and LSSP presentations will take place immediately following the keynote presentation.

The following awards will be presented with monetary prizes:

For LSSP Presentations:

- Top Fellow projects
  QI/PS 1st ($500), 2nd ($375)

- Top Resident projects:
  QI/PS 1st ($500), 2nd ($375), 3rd ($250), 4&5 ($200 each)

For VOPP Presentations

- Top Fellow projects
  QI/PS 1st ($250), 2nd ($200)

- Top Resident projects:
  QI/PS 1st ($250), 2nd ($200), 3rd ($150)

Award categories and prize amounts are subject to change based on the selection of abstracts received.