

**July 10 – 25, 2023**

**Principal Call for Abstracts on Emerging Scientific and Clinical Advances in the Field of Hospice and Palliative Care**

**Submission Guidelines**

**Deadline for submission is July 25, 2023, at 12 Midnight PT**

**To our colleagues,**

On behalf of the Annual Assembly Planning Committee, AAHPM and HPNA, thank you in advance for your submission contributions to the *Principal Call for Abstracts on Emerging Scientific and Clinical Advances in the Field of Hospice and Palliative Care*. In addition, we appreciate your support of our Accreditation Standards of Integrity and Independence designed to:

- ensure that accredited continuing education serves the needs of patients and the public
- present learners with only accurate, balanced, scientifically justified recommendations and
- assure healthcare professionals and teams that they can trust this accredited continuing education conference to help them deliver safe, effective, cost-effective, compassionate care that is based on best practice and evidence.

Your contributions support our shared Annual Assembly goal to enhance our learners' knowledge, skills, strategies to increase competency, influence behaviors, and/or improve patient outcomes in hospice and palliative care.

Sincerely,

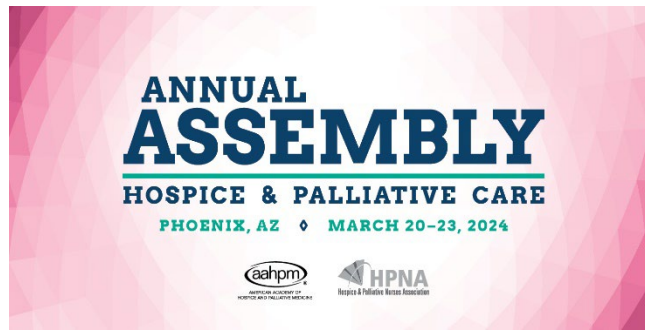
Olumuyiwa (moo-yee-wa ) Adeboye, MD MBA FACP FAAHPM - AAHPM Chair

Holli Martinez, FNP-BC ACHPN - HPNA Chair

The 2024 Annual Assembly will be presented as a modified hybrid event with combined livestreaming and in-person experiences, and on-demand access through July 1, 2024. Abstracts submitted through the Principal Call for Abstracts on Emerging Scientific and Clinical Advances in the Field of Hospice and Palliative Care opening July 10, 2023, and closing July 25, 2023, are for the Annual Assembly of Hospice and Palliative Care which will take place March 20 – 23, 2024. The principal call is open to all hospice and palliative care professionals across all settings and career stages to include early career and professionals in training. Selected content is intended to enrich hospice and palliative care, education, science, and practice. All scientific research referred to, reported, or used in this accredited educational conference in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection, analysis, and interpretation. The Planning Committee Principal call abstract submission notifications will be communicated to authors prior to October 1, 2023. 2024.

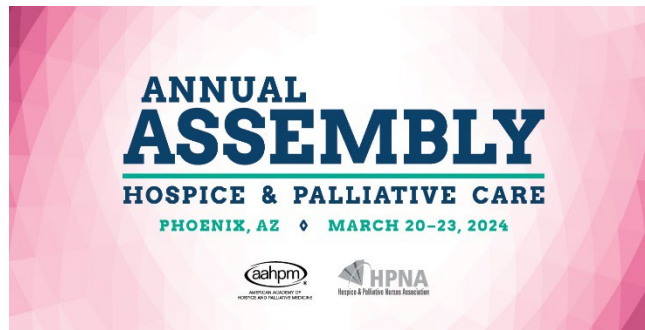
This Principal call is open for the following:

1. Podium (oral) presentations (can accept up to 63)
2. Scientific Research and QI Podium (oral) Presentations (can accept up to 32)
3. Scientific Research and QI Poster Presentations (can accept up to 100)
4. **Call for Reviewers** for Principal Call for Abstracts on Emerging Scientific and Clinical Advances in the Field of Hospice and Palliative Care (can accept up to 100)



A ***Subsequent Early Career and Professionals in Training*** call for abstracts will open **September 11-25, 2023**. This call is specifically intended for professionals in training or early career hospice and palliative professionals defined as below:

- Early Career Professionals (ECP) are defined as someone that has completed up to 5 years of post-training.
- Professionals in Training (PIT) are defined as someone currently engaged in a formal education/training program.
- Early career and professionals in training author abstract submissions not accepted in the July *Principal Call for Abstracts on Emerging Scientific and Clinical Advances in the Field of Hospice and Palliative Care* are eligible for resubmission to the *Subsequent Early Career and Professionals in Training Call* for reconsideration by committee.
- Final results of your research or project **are not required** to be included in the abstract text for committee review for this subsequent call.



## Getting Started with your ABSTRACT SUBMISSION

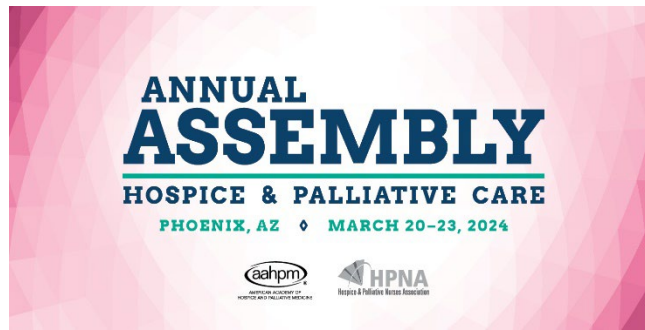
### Submission Title:

- The full title of abstract is limited to 100 characters.
- Characters/symbols/quotations/italics/bold, etc. are not accepted due to abstract platform limitations in reading character type symbols and formatting restrictions.
- Titles should be concise and descriptive for attendees to decide which sessions they wish to attend.
- When entering the abstract title, use mixed case (avoid all caps or all lowercase) and do not place a period at the end of the title. Example of correct title formatting:
  - ✓ Correct: This is a Properly Formatted Abstract Title
  - × Incorrect: THIS IS AN IMPROPERLY FORMATTED ABSTRACT TITLE
  - × Incorrect: This is an *“improperly formatted”* abstract title.

**Enter the title in the "Title" field only and do not reenter into the abstract body.**

**Select Preferred Presentation Length and Primary Topic Categories** Note: The Annual Assembly Co-Chairs and Planning Committee will determine final presentation length based on submitter’s requested preferred length, submission review, scoring, selection, and acceptance.

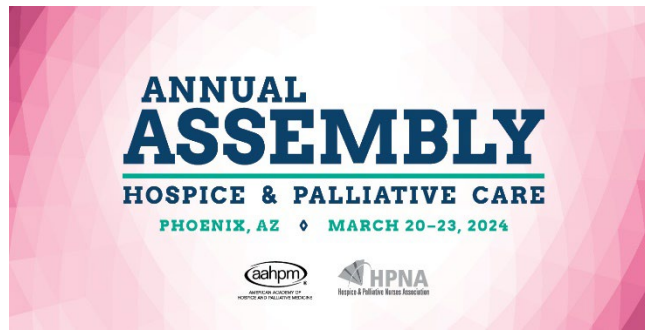
- 60-minute Podium Presentation Topic (can accept 19)
- 25-minute Podium Presentation Topic (can accept 44)
- 15-minute Podium Presentation Type (can accept 32)
- Poster Presentation Type (can accept 100)



## TASK LIST 1 – Authors

### Enter Abstract Primary and Contributing Author(s) Information

- The max number of abstracts allowed per primary submitter is three (3).
- Primary (first) author's full first and last name, credentials, and current institutional affiliation, city and state. **NOTE: Names and credentials will be published as submitted.** The primary author will serve as the **designated corresponding author** for abstract submission outcomes, management, communications, and coordination.
- Enter authors designated as *Annual Assembly Presenters* on the submission form where prompted.
  - There can be a max of eight (8) authors for 60 and 30-minute podium presentations.
  - There is no max number of authors for 15-minute podium Scientific, QI and Research podium presentations.
  - There is no max number of authors for Scientific, QI and Research poster submissions.
- Enter contributing authors' full first and last names, credentials, and current institutional affiliations, cities and states. *Consult with your co-authors on how they would like their names, credentials, and emails to appear prior to submission of the abstract.* **NOTE: Names and credentials will be published as submitted.** Contributing authors are to be entered at time of submission in addition to the primary author information.

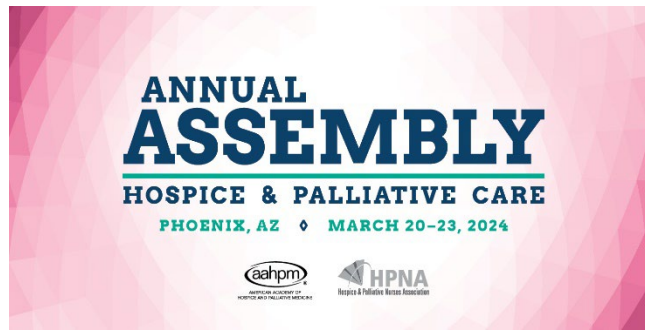


## Task 2. Disclosures

Disclosures: relevant financial relationship(s) with ineligible companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients are to be disclosed at time of abstract submission for the primary and contributing authors.

- The primary author will be asked to complete this information on the submission form where prompted under “invite author name”. This information will be used to send an email link to the email listed for the corresponding contributing author(s) to complete individual relevant disclosures via the abstract collection portal.
- Applicable disclosure mitigation will be completed at time of abstract selection prior to selection for acceptance.

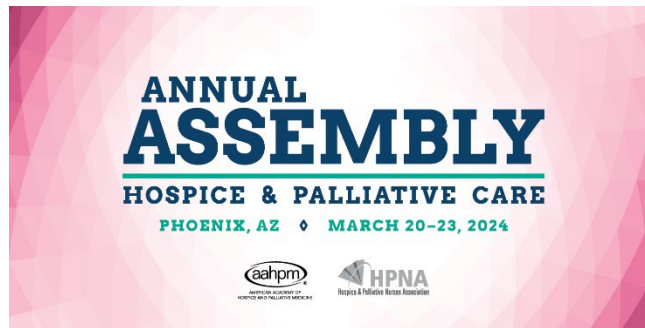
Note: Per Standards for Integrity and Independence in Accredited Continuing Education: Information Package © 2020 by the ACCME® You **are not required** to disclose financial relationships as a stockholder of publicly traded companies, or holders of shares through a pension or mutual fund.



### TASK 3. Abstract

Select a Topic from the Drop-Down List. The selection will default to the preferred presentation length selected at the beginning of the abstract submission process.

- 60-minute Podium Presentation Topic (can accept 19)
  - Education
  - Hospice
  - Leadership/Program Development
  - Pediatrics
  - Symptoms Assessment and Management
  - Legal / Ethical / Access to Care
- 25-minute Podium Presentation Topic (can accept 44)
  - Education
  - Hospice
  - Leadership/Program Development
  - Pediatrics
  - Symptoms Assessment and Management
  - Legal / Ethical / Access to Care
- 15-minute Podium Presentation Type (can accept 32).
  - Quality Improvement/Evidence-Based Project
  - Scientific Research
    - Original Research/Systematic Review
    - Clinical Research
    - Health Services Research/Population-Based Research
    - Educational Research
    - Basic Science
  - For Quality Improvement/Scientific/Research abstract submissions, final results of your research or project **must be included** in the abstract.
  - QI and Research abstract submissions will undergo secondary AAHPM and HPNA research committee review.
- Poster Presentation Type (can accept 100)
  - Quality Improvement/Evidence-Based Project
  - Scientific Research
    - Original Research/Systematic Review
    - Clinical Research
    - Health Services Research/Population-Based Research
    - Educational Research
    - Basic Science
  - Accepted posters are planned to be presented in Phoenix in physical format in the Assembly Poster Hall and include an accompanying digital QR code for virtual attendee access.
  - As a condition of acceptance *at least one author per submitted poster* is required to participate in-person in the faculty attended poster sessions in Phoenix, AZ and be registered to attend the 2024 Annual Assembly (schedule time/dates TBD).
    - A digital copy of the poster and a 2-minute accessible pre-recorded overview of the poster are requested to support virtual attendee access and learning.



- For Quality Improvement/Scientific/Research abstract poster submissions, final research or project results must be included in the abstract.
- Quality Improvement/Scientific/Research abstract poster submissions will undergo secondary AAHPM and HPNA research committee review.

**Select Secondary Sub-Topic Category to the most applicable NCP Domain**

<https://www.nationalcoalitionhpc.org/wp-content/uploads/2017/12/Clinical-Practice-Guidelines-Domain-Summary-1.pdf>

- |  |  |
|--|--|
| 1. NCP Domain 1: Structure and Processes of Care               | 5. NCP Domain 5: Spiritual, Religious, and Existential Aspects of Care |
| 2. NCP Domain 2: Physical Aspects of Care                      | 6. NCP Domain 6: Cultural Aspects of Care                              |
| 3. NCP Domain 3: Psychological and Psychiatric Aspects of Care | 7. NCP Domain 7: Care of the Patient Nearing the End of Life           |
| 4. NCP Domain 4: Social Aspects of Care                        | 8. NCP Domain 8: Ethical and Legal Aspects of Care                     |

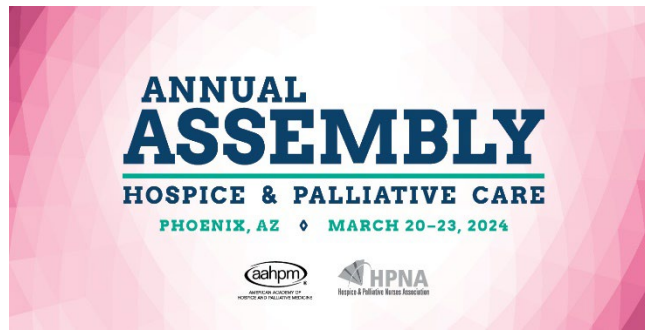
**Enter Key Message:** A Key Message statement, limited to 50 words, should synopsise the content, and highlight its significance. This key message, referenced during the selection process, is used to describe your session, and will be included in the Annual Assembly Schedule session description and the published abstract in JSPM as applicable. The 50-word key message is in addition to the 300-word count limit for the abstract body.

**Enter Abstract Body:** A concise, structured abstract of not more than 300 words is required for submission and consideration for acceptance.

- Research/QI related abstracts are to include the following headings:
  - Introduction/Context
  - Objectives
  - Methods
  - Results
  - Conclusion
  - References/Citations

**Submission Tips for Symptom Assessment and Management Focused Abstracts:**

- Case submissions describing a clinical condition or syndrome should include a brief narrative review of the evidence supporting best practices in assessing and/or managing that condition. Additionally, the narrative review should include a description of the condition or syndrome, prevalence and pathophysiology, and a concise summary of treatment options with the evidence supporting each.



#### **TASK 4. Presentation Desired Learner Outcomes (Objectives)**

Outcomes are evaluated to determine the impact of educational activities on patient care and the continuing professional development of the learner. Start by asking the question "*what would I want the learner's outcome be as a result of participating in this session?*". For more information on writing cognitive learning behavioral objectives/outcomes, access Bloom's taxonomy of cognitive learning objectives via the following link: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4511057/>

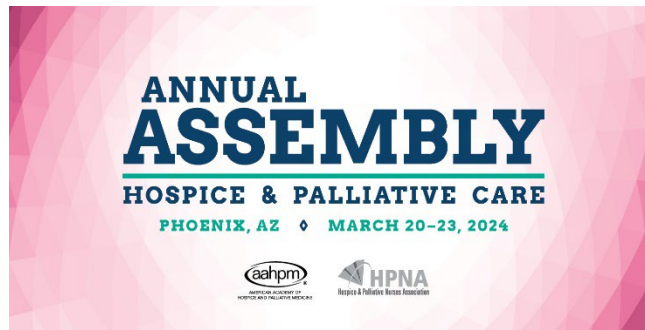
Examples of cognitive learning behavioral outcome/objective:

1. Utilizing a case-based approach, participants will self-report the ability to apply, analyze and evaluate shared experiences in caring for people with serious illness nearing life's end as an opportunity for healing, forgiveness, and reconciliations for future practice application in embracing whole person care.
2. Utilizing simulation technology approaches, participants will self-report the ability to mitigate communication errors to support shared decision-making using evidence-based information technology resources.

Enter 2 desired outcomes/objectives the attendee should achieve after participating in this session:

1. Outcome 1
2. Outcome 2





**TASK 5. Submission Information**

**1. Enter response to Engagement of patients/public as planners and faculty of submitted abstract.**

Accredited education is enhanced when it incorporates the interests of the people served by the healthcare system. This is first achieved when patients and/or public representatives are engaged in the planning of the education content.

Did this abstract submission include planners who are patient and/or public representatives?

**Yes**                      **No**

**2. Select Key Words:** Abstracts are to reflect two of the listed Keywords or phrases that best describe your primary content. Key words are used in indexing and assist in the abstract review selection process. 2 drop-down menus will be provided for your to select your 2 key words from the list below:

- |   |   |
|---|---|
| <input type="checkbox"/> Managing Suffering and Distress                  | <input type="checkbox"/> Transplantation / Donation                         |
| <input type="checkbox"/> Disease specific management                      | <input type="checkbox"/> Integrative Medicine                               |
| <input type="checkbox"/> Emergencies / Refractory symptom Management      | <input type="checkbox"/> Quality Improvement                                |
| <input type="checkbox"/> Pharmacotherapeutics / Pharmacopalliation        | <input type="checkbox"/> Scientific Research                                |
| <input type="checkbox"/> Interdisciplinary Teamwork / Professionalism     | <input type="checkbox"/> Advocacy / Policy / Regulations                    |
| <input type="checkbox"/> Models of Palliative Care Delivery               | <input type="checkbox"/> Existential / Humanities / Spirituality / Religion |
| <input type="checkbox"/> Innovative Technologies                          | <input type="checkbox"/> Shared Decision Making / Advance Care Planning     |
| <input type="checkbox"/> Diversity, Equity, Inclusion, Belonging, Justice | <input type="checkbox"/> Communication                                      |
| <input type="checkbox"/> Ethical / Legal Aspects of Care                  | <input type="checkbox"/> Prognostication                                    |
| <input type="checkbox"/> Management of Medical Interventions              | <input type="checkbox"/> Workforce / Career Development                     |
| <input type="checkbox"/> Surgical Palliative Care                         | <input type="checkbox"/> Patient Outcomes                                   |
| <input type="checkbox"/> Loss, Grief, Bereavement                         | <input type="checkbox"/> Global Palliative Care                             |
|   | <input type="checkbox"/> Resilience/Well being                              |
|   | <input type="checkbox"/> Other not listed                                   |

**3. Category 1 Designated Pharmacotherapeutic Credit Hour Determinations:**

- For content that includes Pharmacotherapeutic applications, submissions are to identify pharmacotherapeutic content presentation time relevant to national ANCC and AANP NP/CNS recertification which includes current clinical application of pharmacology across the life span including drug specific information, safe prescribing practices and information, safe medication administration, prescribing methodologies, new regulations and/or similar content.
- Pharmacotherapeutic time is determined in 15-minute increments. Select the number of minutes (0, 15, 30, 60) that pharmacotherapeutic content is addressed as defined above during the presentation.

**4. Publishing of Abstract**

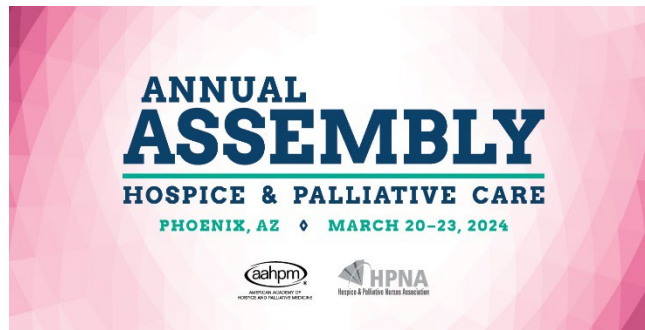
All accepted Annual Assembly of Hospice and Palliative Care Abstracts that have not been published in another peer-reviewed journal, will be published in the Journal of Pain and Symptom Management



(JPSM) with an estimated publishing release in May – June 2024. *Note that abstracts will be published as written; no additional copyediting will be done. Please ensure your work is copy-edited at the time of submission for potential Journal publication.* Please review the **Author Information Pack Page 5 Guide for Authors** provided by the Journal of Pain and Symptom Management to learn more about your abstract publication.

[https://www.elsevier.com/wps/find/journaldescription.cws\\_home/505775?generatepdf=true](https://www.elsevier.com/wps/find/journaldescription.cws_home/505775?generatepdf=true)

*If your abstract has been submitted to, or published in, a peer-reviewed journal and is accepted for presentation at the Annual Assembly, it will not be published in JPSM to avoid copyright infringement.*



## TASK 6. DEI Acknowledgement

Submitted abstracts are to address the impact of the proposed topic or research on underrepresented and underserved populations to better equip hospice and palliative care professionals with knowledge and skills to deliver high quality, culturally sensitive person-centered care. You are asked to address issues of cultural humility and sensitivity in your abstract, case examples, and, where applicable, describe how issues of cultural diversity and inclusion are considered in the specific aims or session narrative of your proposed content. This inclusion criteria will be scored as part of the abstract review process. For additional information on use of inclusive language, reporting sex- and gender-based analysis, and race and racial disparities visit <https://www.elsevier.com/journals/journal-of-pain-and-symptom-management/0885-3924/guide-for-authors>.

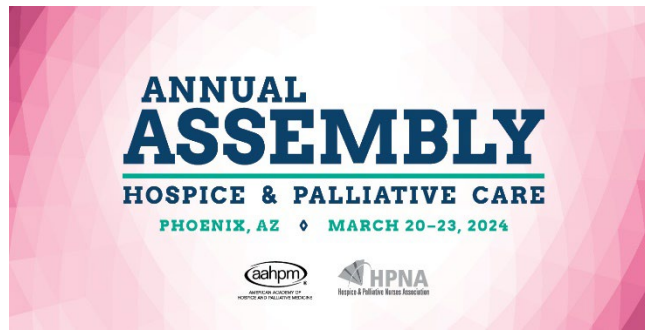
**Abstract submitted titles** undergo secondary DEI title review by the AAHPM DEI and HPNA DEIB committees. Minor adjustments may be made to submitted abstract titles to reflect AAHPM's and HPNA's commitment to an inclusive and welcoming learning environment that embraces diverse perspectives, cultures, and maximizes positive impact through evidence-based programming. You will be notified of any title updates and the revised title will be reflected in accepted content.



**TASK 7. Annual Assembly Desired Outcome**

Through interdisciplinary team collaboration and integrated enactment, our Annual Assembly desired outcome is to enhance the learners' knowledge/skills/strategy or performance to increase competency, influence behaviors, and/or improve patient outcomes in hospice and palliative care.

**You will be asked to confirm that your abstract submission support the Annual Assembly Desired Outcome as stated above.**

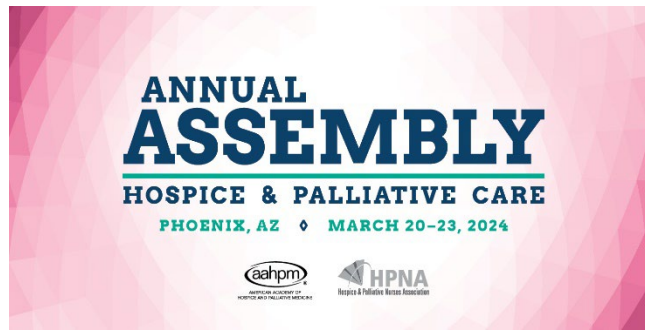


### **TASK 8. Registration and Session Pre-Recording Acknowledgement**

- If your abstract is accepted, all *presenting* faculty must register for the Annual Assembly of Hospice and Palliative Care.
- Presenting faculty are expected to present live in-person in Phoenix, AZ during the scheduled presentation time (TBD) assigned by the planning committee at time of acceptance notification.
- Faculty and presenters are highly encouraged to participate in end-of day Homerooms Sessions to engage with learners and colleagues in reflective discussions surrounding key learning points for practice application as well as provide feedback to individual learners and the group on your session outcomes.
- Presenting faculty must prepare and submit an accessible self-recording of their session(s) before the opening of Annual Assembly for on-demand access to all registrants. The presentation recordings submitted are to adhere to best practices in accessibility to ensure content is inclusive to all learners, including people with disabilities. Resources on making your presentation(s) accessible to people with disabilities include:
  - <https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25>
  - <https://www.section508.gov/create/presentations/>

**Disclaimers:** Abstract acceptance is pending review and/or successful mitigation of disclosed relevant financial relationship(s) with ineligible companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients

**For questions or clarifications** regarding abstract submissions, please email [info@aahpm.org](mailto:info@aahpm.org) for assistance.



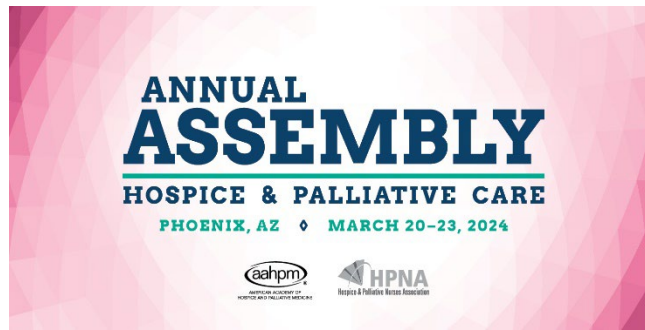
**TASK 9. Abstract Submission Fee Acknowledgement**

There is a \$40 non-refundable abstract processing fee for submission of individual abstracts for peer review to be paid upon submission completion. A \$1.00 credit card transaction will be applied for a total of \$41 to be charged to the credit card used.

**TASK 10. Payment for abstract submission peer-review and abstract management fees.**

Once 1-10 of the tasks have been completed save your submission and click to review your abstract submission for accuracy. Any edits can be completed and resaved for update throughout the open call timeframe.

Continue to monitor your task list for outstanding invited author completion to finalize your abstract submission.



**Call for Reviewers** for *Principal Call for Abstracts on Emerging Scientific and Clinical Advances in the Field of Hospice and Palliative Care*

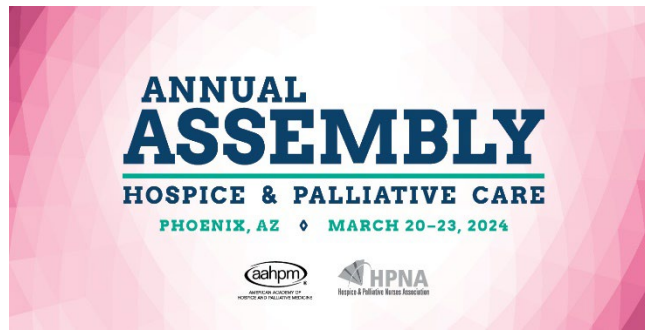
**The call for abstract submission peer reviewers is open July 10 – 25, 2023 through 12 MN PT. AAHPM or HPNA membership is required to be eligible to review abstracts.** As a potential reviewer, we ask that you complete a conflict-of-interest disclosure form to ensure educational content is fair and balanced, and any clinical content presented supports safe, effective patient care.

- You are able to choose which category of abstracts you would like to review based on your clinical background and knowledge and expertise of the subject categories.
- You will be provided with portal access to the abstracts for review and scoring criteria with definitions and instructions.
- For outlier scores, you will be asked to provide comments to assist in selection decisions. Comments should be communicated clearly and professionally as the confidential review outcome may be referenced to provide author feedback, as requested, for learning development.

As an accepted abstract reviewer for the Principal Call for Abstracts on Emerging Scientific and Clinical Advances in the Field of Hospice and Palliative Care, please plan to be available **August 14-25, 2023**, to conduct the abstract review process through the online abstract collection portal.

- The online abstract review process typically involves the review of 20-30 abstracts per person.
- The total time takes ~3-4 hours in review.

Reviewers are recognized as contributors to the Annual Assembly planning team and are listed on the Annual Assembly site for their contributions in selecting quality content to include in the Assembly Accredited Continuing Education offerings. Thank you for considering this opportunity to participate in the Annual Assembly planning process as an abstract reviewer.



## Presentation Length Descriptions

### 60-minute Podium Presentation

- Pre-record for on-demand access + present live in-person.
- Presenters must be registered to attend the 2024 Annual Assembly.
- Faculty are encouraged to engage with both live and virtual attendees via networking channels.
- Faculty and presenters are highly encouraged to participate in end-of day Homerooms Sessions to engage with learners and colleagues in reflective discussions surrounding key learning points for practice application as well as provide feedback to individual learners and the group on your session outcomes.

### 25-minute Podium Presentation

- Pre-record for on-demand access + present live in-person.
- Presenters must be registered to attend the 2024 Annual Assembly.
- Faculty are encouraged to engage with both live and virtual attendees via networking channels.
- Faculty and presenters are highly encouraged to participate in end-of day Homerooms Sessions to engage with learners and colleagues in reflective discussions surrounding key learning points for practice application as well as provide feedback to individual learners and the group on your session outcomes.

### 15-Minute Podium Presentation

- Pre-record for on-demand access + present live in-person.
- Presenters must be registered to attend the 2024 Annual Assembly.
- Faculty are encouraged to engage with both live and virtual attendees via networking channels.
- Faculty and presenters are highly encouraged to participate in end-of day Homerooms Sessions to engage with learners and colleagues in reflective discussions surrounding key learning points for practice application as well as provide feedback to individual learners and the group on your session outcomes.

### Poster Presentation

- Accepted posters are planned to be presented in Phoenix in physical format in the Assembly Poster Hall and include an accompanying digital QR code for virtual attendee access.
- As a condition of acceptance at least one author per submitted poster is required to participate in-person in the faculty attended poster sessions in Phoenix, AZ and be registered to attend the 2024 Annual Assembly (schedule time/dates TBD).
- A digital copy of the poster and a 2-minute accessible pre-recorded overview of the poster are requested to support virtual attendee access and learning.
- For Quality Improvement/Scientific/Research abstract poster submissions, final research or project results must be included in the abstract.
- Quality Improvement/Scientific/Research abstract poster submissions will undergo secondary AAHPM and HPNA research committee review.

### Abstract Reviewer Application

- Please choose if you are interested in peer-reviewing and rating abstracts.
- AAHPM or HPNA membership is required to be eligible to review abstracts.
- You are able to choose which category of abstracts you would like to review based on your clinical background and knowledge and expertise of the subject categories.
- As an accepted abstract reviewer for the Principal Call for Abstracts on Emerging Scientific and Clinical Advances in the Field of Hospice and Palliative Care, plan to be available August 14-25, 2023, to conduct the abstract review process through the online abstract collection portal.
- The online abstract review process typically involves the review 20-30 abstracts per person.
- The total time takes ~3-4 hours in review.

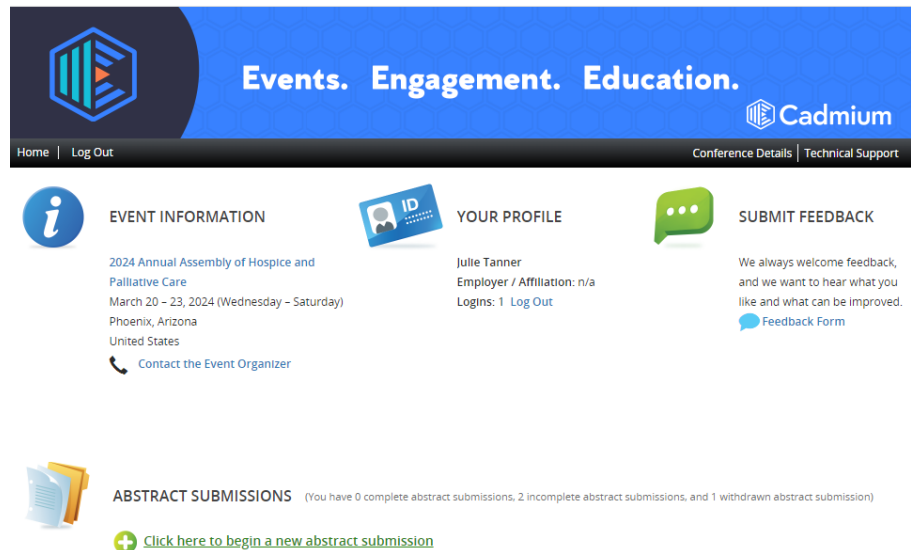




Submission Worksheet
Principal Call for Abstracts on Emerging Scientific and Clinical Advances in the Field of Hospice and Palliative Care
Deadline for submission is July 25, 2023, at 12 Midnight PT

Important: Before you begin the abstract submission process in the portal, review the abstract submission guidelines for important information on the submission criteria as well as tips on successful submissions for acceptance.

- Step 1: Access the Abstract Submission Platform through the link provided.
Step 2: Click to begin a new abstract submission from the home page



- Step 3: Enter in submission title
Tips: A submission must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation. (no characters/symbols/italics/bold, etc.)

START A NEW SUBMISSION button and text input field for Submission Title with character and word counts.



**Step 4:** View *Preferred Presentation Length descriptions* for more information on options for selection.

**Preferred Presentation Length \***

Presentation Length. Note: The Annual Assembly Co-Chairs and Planning Committee will determine final presentation length based on submitter's requested preferred length, submission review, scoring, selection, and acceptance.

-- Select Preferred Presentation Length - ▾

[View Preferred Presentation Length descriptions.](#)

Submit

- 60-Minute Podium Presentation
- 25-Minute Podium presentation
- 15-Minute Podium presentation
- Poster
- Abstract Reviewer

**Step 5:** Make your *preferred presentation length* selection and click submit

Note: for 15-minute Podium presentation selection, you will be asked to select from

- Quality Improvement/ Evidenced-Based Project or
- Scientific Research. If Scientific Research is selected, you will be asked to choose a sub-topic from drop down list of:

**Topic \***

Select a Topic

Scientific/Research (Must have final resu ▾

Please select a sub-topic below. \*

- Original Research/Systematic Review
- Clinical Research
- Health Services Research/Population-Based Research
- Educational Research
- Basic Science

\*Final results are required for the Principal Call.

Note: For Poster presentation selection, you will be asked to select from

- Quality Improvement/ Evidenced-Based Project or
- Scientific Research. If Scientific Research is selected, you will be asked to choose a sub-topic from drop down list of:
  - Original Research/Systematic Review
  - Clinical Research
  - Health Services Research/Population-Based Research
  - Educational Research
  - Basic Science

\*Final results are required for the Principal Call.



**Step 6:** Following submission of your *category description selection*, you will be taken to the TASK LIST indicating your new abstract submission was successfully added.

**TASK LIST** Save Submission

Please click on each task below to enter the requested information.  
Once completed, the task will then appear with a large green check mark.  
After you have completed all of the tasks below, select "Save Submission".

[Principal Call Abstract Submission Worksheet](#)  
Abstract Submission ID: 1572999  
Submission Category: 60-minute Podium Presentation  
Abstract Submission Status: Active

New abstract submission was successfully added.

Note: in the event you need to withdraw your active submissions you are able to do so by selecting “withdraw” from the abstract submission status screen (see below). You can reactivate your withdrawn submission by changing the status to active throughout the open call date-range.

**EDIT ABSTRACT SUBMISSION: TEST JKT 25-MIN PODIUM** Update Abstract Submission

**Submission Title \***  
A submission must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation. (no characters/symbols/italics/bold, etc.)  
TEST JKT 25-min podium 19 characters (100 max)  
4 words (75 max)

**Preferred Presentation Length \***  
Presentation Length: Note: The Annual Assembly Co-Chairs and Planning Committee will determine final presentation length based on submitter's requested preferred length, submission review, scoring, selection, and acceptance.  
25-minute Podium Presentation View Preferred Presentation Length descriptions.

**Abstract Submission Status \***  
Withdrawn Update Abstract Submission

Proceed to the abstract submission tasks 1-10 as indicated below.



#### 1. Authors

Click here to add authors to this submission.



#### 2. Disclosures

Please provide your disclosures



#### 3. Abstract

Add your Abstract



#### 4. Presentation Desired Learner Outcomes

Provide learner outcomes



#### 5. Submission Information

Please answer the following questions



#### 6. DEI Acknowledgement

Please acknowledge and agree to the DEI Statement



#### 7. Annual Assembly Desired Outcome

Please read and confirm



#### 8. Registration and Session Pre-Recording Acknowledgement

Please read and acknowledge



#### 9. Abstract Submission Fee Acknowledgement

Please read and confirm



#### 10. Payment

Payment for Submission



## TASK 1. Authors



### 1. Authors

Click here to add authors to this submission.

### Add New Author

#### Add New Author

First Name *	Last Name *	Email *	Role *
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select Role --

Select Role (presenting author or non-presenting author)

#### Add New Author

First Name *	Last Name *	Email *	Role *
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select Role --

Tips: See author box instructions for adding and inviting authors to complete profile:

#### To complete an author's profile:

- Click on the 'Edit Author' button to complete the profile. If you do not know this author's profile information, please select "invite author". This will send the author an email, asking them to complete their profile. Once you have selected "invite", you do not need to wait on them to complete this before moving on, simply click on "tasks" on the top navigation bar to go back to your task list and continue completing tasks.
- A green check mark indicates a complete profile.
- Once the profile is complete, click 'Save Authors' to complete the task.
- To arrange the authors in a particular order, use the "up" and "down" arrows to the right of each author listed.

\*\* For multiple authors you must select "Invite Author" in order to proceed with your abstract submission.

Author List worksheet – limited to 8 authors with minimum of one presenting author required to proceed.

\*Note: you do not need to complete the invited author's profile in order to proceed with your abstract submission once you invite authors to complete their profile. Please notify your invited authors that they will be receiving an invitation from [doNotReply@abstractscorecard.com](mailto:doNotReply@abstractscorecard.com) submission portal with the log-in link to complete their information.

#### Principle Call for Abstracts Abstract Submission Information Requested

##### Abstract Submission Title:

Test - Angie T

##### Submitter Name:

Angie T Testuser

##### Submitter Email:

[jtanner@aahpm.org](mailto:jtanner@aahpm.org)

##### Task List:

1. Complete the "Authors" form.
2. Complete the "Disclosures" form.

##### Due by:

Thursday, June 22, 2023 11:59 PM EST

[Click here to log in](#) to the Principle Call for Abstracts system at any time to complete this task.

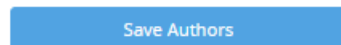


Required author information:

- Enter contributing authors' full first and last names, credentials, and current institutional affiliations, cities and states. *Consult with your co-authors on how they would like their names, credentials, and emails to appear prior to submission of the abstract.* **NOTE: Names and credentials will be published as submitted.** Contributing authors names, emails are to be entered at time of submission in addition to the primary author information.
- The primary author is required to complete their profile prior to saving author information and proceeding to the next section. The below message will show as profile incomplete until the primary author has entered in the required data fields.

1 Julie Tanner, BSN RN-BC CHPN (she/her/hers)  
Test, e\Self  
Profile incomplete ✖  
Role: Presenting Author  
[Edit Julie Tanner's Profile](#) [Remove Julie Tanner](#)

To resolve an incomplete primary author's profile, click edit author's profile [Edit Julie Tanner's Profile](#) and enter in required data fields. Once required data fields are complete you will receive the below "profile complete" message and will be able to continue in the submission process.



1 Julie Tanner, BSN RN-BC CHPN (she/her/hers)  
Test, e\Self  
Profile completed ✔  
Role: Presenting Author  
[Edit Julie Tanner's Profile](#) [Remove Julie Tanner](#)

Once you have saved authors, you will be taken back to the tasks list to proceed with the next step in the submission.

## TASK 2.

**Disclosures** to complete the mandatory disclosure process, sign disclosure and submit.



2. Disclosures  
Please provide your disclosures

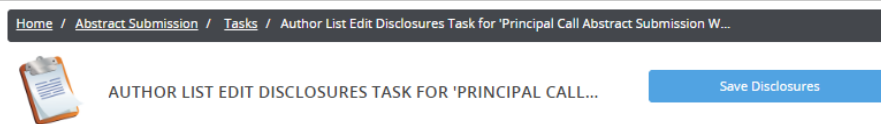
Note: Per Standards for Integrity and Independence in Accredited Continuing Education: Information Package © 2020 by the ACCME® You are not required to disclose financial relationships as a stockholder of publicly traded companies, or holders of shares through a pension or mutual fund.



Once you submit disclosures, you will receive a Form Completed Message

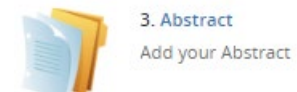
1 Julie Tanner, BSN RN-BC CHPN  
Test, eSelf  
Form Completed ✓  
[Edit Julie Tanner's Form](#)

Once you have received the form completed message, go to the top right corner of the task and click Save Disclosures to continue in the abstract submission process.



**TASK 3.**

**Abstract.** Review the instructions in the abstract submission box for details on titling and verify your title is correct.



Topic \*  
Select a Topic  
-- Select a Topic --

**Select a Topic from the drop-down list**

- Education (new for 2024 we separated education from leadership as a stand-alone track)
- Hospice
- Leadership/Program Development (new for 2024 we added program development to the leadership track as an additional content option)
- Pediatrics
- Symptoms Assessment and Management (new for 2024 we redefined clinical to be more specific to symptoms assessment and management)
- Legal / Ethical / Access to Care considerations( new for 2024 as topic area selection to capture these important components of care to include legal aspects to care for hospice and palliative patients / ethical components of serious illness care / DEI+B, underserved and under resourced population's access to care).

**Select a Secondary NCP Domain from the drop-down list**

**Select a Secondary NCP Domain from the drop-down list.** Tip: a secondary NCP domain is not required. If not applicable, select N/A from the secondary drop-down menu



**Enter Key Message:** A Key Message statement, limited to 50 words, should synopsize the content, and highlight its significance. This key message, referenced during the selection process, is used to describe your session, and will be included in the Annual Assembly Schedule session description and the published abstract in JSPM as applicable. The 50-word key message is in addition to the 300-word count limit for the abstract body.

**Enter Abstract Body:** A concise, structured abstract of not more than 300 words is required for submission and consideration for acceptance.

- The abstract is to include the following headings:
  - Introduction/Context
  - Objectives
  - Methods
  - Results
  - Conclusion
  - References/Citation

Click 

**TASK 4. Presentation Desired Outcomes.** Review box instructions for accepted outcomes language.



**4. Presentation Desired Learner Outcomes**  
Provide learner outcomes

**1** Answer the following questions for Learner Outcomes 1

**Learner Outcomes 1 \***

Complete the sentence of the desired outcome(s) the learner should achieve as a result of successfully participating in this session:

Upon successful completion, participants will be able to ...

0 words (Max 50 words)

**2** Answer the following questions for Learner Outcomes 2

**Learner Outcomes 2 \***

Complete the sentence of the desired outcome(s) the learner should achieve as a result of successfully participating in this session:

Upon successful completion, participants will be able to ...

0 words (Max 50 words)

Click 





## TASK 5. Submission Information



### 5. Submission Information

Please answer the following questions

- 1** Engagement of patients/public as planners and faculty of submitted abstract: Accredited education is enhanced when it incorporates the interests of the people who are served by the healthcare system. This is first achieved when patients and/or public representatives are engaged in the planning of the education content.

Did this abstract submission include planners who are patient and/or public representatives? Yes / No

-- Select one --

**Select Key Words:** Abstracts are to reflect two of the listed keywords or phrases that best describe your primary content. Key words are used in indexing and assist in the abstract review selection process.

- 2** Key words are used in indexing and assist in the abstract review selection process, select from list below:  
*Abstracts are to reflect two of the listed Keywords or phrases.*

- Managing Suffering and Distress
- Disease specific management
- Emergencies / Refractory symptom Management
- Pharmacotherapeutics / Pharmacopalliation
- Interdisciplinary Teamwork / Professionalism
- Models of Palliative Care Delivery
- Innovative Technologies
- Diversity, Equity, Inclusion, Belonging, Justice
- Ethical / Legal Aspects of Care
- Management of Medical Interventions
- Surgical Palliative Care
- Loss, Grief, Bereavement
- Transplantation / Donation
- Integrative Medicine
- Quality Improvement
- Scientific Research
- Advocacy / Policy / Regulations
- Existential / Humanities / Spirituality / Religion
- Shared Decision Making / Advance Care Planning
- Communication
- Prognostication
- Workforce / Career Development
- Patient Outcomes
- Global Palliative Care
- Resilience/Well being
- Other not listed



Respond to questions 3-5 below:

3 Category 1 Designated Pharmacotherapeutic Credit Hours specific to national ANCC and AANP NP/CNS recertification which includes current clinical application of pharmacology across the life span including: drug specific information, safe prescribing practices and information, safe medication administration, prescribing methodologies, new regulations and/or similar content.

This content includes \_\_ minutes of pharmacotherapeutic content. \*

-- Select one --

---

4 Publishing of abstract:

All accepted Annual Assembly of Hospice and Palliative Care Abstracts that have not been published in another peer-reviewed journal, will be published in the Journal of Pain and Symptom Management (JPSM) with an estimated publishing release in May - June 2024.

Has your abstract been submitted or published in a peer-reviewed journal? \*

-- Select one --

---

5 If you have any additional comments that you would like to include as a part of your submission, please include them below.

**TASK 6. DEI Acknowledgment.** Review DEI content inclusion statement in the information box and indicate your agreement. *This inclusion criteria will be scored as part of the abstract review process.*



**6. DEI Acknowledgement**

Please acknowledge and agree to the DEI Statement

**TASK 7. Annual Assembly Desired Outcome.** Review Outcome Statement in information box and attest to content submission corresponds.



**7. Annual Assembly Desired Outcome**

Please read and confirm

**Task 8. Registration and Session Pre-Recording Acknowledgement**



8. Registration and Session Pre-Recording Acknowledgement  
Please read and acknowledge

Click to

**Task 9. Abstract Submission Fee Acknowledgement** and proceed through instructions and agreement.



9. Abstract Submission Fee Acknowledgement  
Please read and confirm

**Task 10. Payment** - proceed to \$41.00 abstract submission fee payment.



10. Payment  
Payment for Submission

**Next Step** Once 1-10 of the tasks have been completed save your submission and click to review your abstract submission. Any edits can be completed and resaved for update throughout the open call timeframe.

Continue to monitor your task list for outstanding invited author completion to finalize your abstract submission.

**Thank you** *Celebrate with your colleagues for your successful submission and contributions to building a successful Annual Assembly 2024!*

For questions or clarifications, reference the complete PDF of the Submission guidelines. Additionally, [info@aahpm.org](mailto:info@aahpm.org) is available for support as needed.