

Quality Improvement Abstract Form Instructions

Residents or fellows must be an author AND be the presenting author from one of our residency training programs: medical, podiatry, pharmacy, physical therapy from the Jacksonville campus *

Abstracts are due Friday, May 1, 2026 by 11:00pm

ABSTRACT PREPARATION

The Abstract Form should adhere to the following guidelines:

Abstracts* are limited to 2,500 characters (includes spaces and punctuation). Best practice is to create your abstract in a WORD document following the structure below and copy and paste the abstract into the online form. You must use Google or FireFox as your browser. <https://forms.gle/WgE68PcXcjoBMwvF6>

Abstracts are submitted electronically via Google docs. This requires you to use a Google Account (gmail account). If you do not have a gmail, it is easy to create at <https://www.google.com/account/about/>. When adding your email in the form, use your UF Jax email as we may use both emails to communicate with you.

*Abstracts larger than the 2,500 characters will not be able to be submitted. Your title and authors are not part of the 2,500 characters and will be entered into a separate field than the body of the abstract. However, the subheadings do count in your character count. You will be able to upload one table, figure or photo to accompany your abstract. You must identify a faculty mentor by an ** in the authors list and your abstract must be reviewed by your mentor. Be sure to proofread your abstracts, as they will be published on the website.

TEXT: Structure the body of the abstract in the following manner, making sure to address each heading:

Title: As a sentence.

Authors: List authors (*the presenting author), department, and institution; note faculty mentor with an **

Problem or Aim of Your Project: A statement or summary of your problem and the focus of your project. Outline your SMART aim for your project (for example, the aim was to increase corticosteroid use in the emergency department from 15% to 25% for pediatric patients who present with asthma exacerbation).

Background: Brief up-to-date literature review regarding the topic.

Methods: Describe the QI approach or design: PDSA Cycle, Fishbone, etc., your intervention, and measurements. These can be in sub-headings.

Results: A summary of your results (Run Chart and Control data, Pareto Chart, Histogram, Scatter diagram, etc.) Discuss interventions and its effect on improvement; compare results to baseline.

Conclusions (Lessons and Limitations): Discuss the strengths of the project, generalizability, problems faced, lessons learned, and limitations of the project.

- If this is an innovative project, highlight the uniqueness of the work.
- If this is an Exempt IRB-approved project or you have a QIPR Certificate; upload IRB exempt letter or QI certificate (you can apply for a certificate at this link <https://qipr.ese.ufhealth.org/approver/>)

Resources that may be helpful in completing a medical education abstract include:

- <http://www.ihl.org/resources/Pages/Tools/Quality-Improvement-Essentials-Toolkit.aspx> (IHI)
- [SQUIRE | Home](#)