

The British Association of Urological Surgeons

FY & CT Audit/QuIP Competition 2020

Checklist for Submission of Entries

Please read the checklist carefully and ensure all the requirements have been met. The markers will reserve the right to rule as invalid any submissions that do not meet the stated criteria. Details of the entry criteria and further guidance are available from the BAUS Website.

Requirement	Check
Submit: Separate cover letter and audit/QuIP report (in Word document)	
Cover letter (addressed to Anna O’Riordan, BAUS Education Lead for Foundation and Core Trainees) to include: <ul style="list-style-type: none"> Name of first author Deanery / hospital where first author works Contact details (phone and email) Names of all authors who have contributed to the report Details of all authors’ individual contributions (note – all authors should have contributed) 	
First Author must be an FY trainee or core trainee on the closing date (28 Feb 2020)	
Audit/QuIP supervisor must be a Urological Surgeon and BAUS member in good standing	
The audit/QuIP was completed within two years of the closing date (28 Feb 2020)	
The audit/QuIP is urologically based	
Ethical approval is either not required or has been obtained	
The report is no more than 1500 words (excluding the title, abstract (no more than 250 words), authors, tables, figures and references)	
References are in the Harvard style	
Tables and figures do not exceed 8 in total	
The report is in Arial font, size 11 and double spaced	
The name of the institution or authors must not be on the report itself (this must be in the covering letter)	
The Audit report should be written with the following headings: <ul style="list-style-type: none"> Abstract, Introduction, Aims, Methods, Results, Discussion, Conclusions and Recommendations 	
The Quality Improvement Project should be written with the following headings <ul style="list-style-type: none"> Abstract, Introduction, Aims, Measures, Changes, Method, Results, Action, Re-assessment and Summary. 	
Cover letter and report to be received in the BAUS Office by no later than midnight (GMT) on Friday, 28 February 2020 . Please send via admin@baus.org.uk . Received reports will be acknowledged. If you do not receive an acknowledgement email please contact the BAUS Office.	