

## The British Association of Urological Surgeons

### FY & CT Audit/QuIP Competition 2024

#### 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 (in Word document) 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"> <li>Name of first author</li> <li>Deanery / hospital where first author works</li> <li>Contact details (phone and email)</li> <li>Names of all authors who have contributed to the report</li> <li>Details of all authors’ individual contributions (note – all authors should have contributed)</li> </ul>	
First Author must be an FY trainee or core trainee on the closing date ( <b>12:00 Noon GMT on 14 February 2024</b> ).	
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 ( <b>12:00 Noon GMT on 14 February 2024</b> ).	
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"> <li>Abstract, Introduction, Aims, Methods, Results, Discussion, Conclusions and Recommendations.</li> </ul>	
The Quality Improvement Project should be written with the following headings <ul style="list-style-type: none"> <li>Abstract, Introduction, Aims, Measures, Changes, Method, Results, Action, Re-assessment and Summary.</li> </ul>	
Cover letter and report to be received by the BAUS Office by no later than <b>12:00 Noon GMT on 14 February 2024</b> . Please send to <a href="#">Hannah Doyle</a> . Received reports will be acknowledged. <b>If you do not receive an acknowledgement email - please contact the BAUS Office. It is your responsibility to confirm your entry has been received.</b>	

