

Request for Proposals

Hospice Network of Maryland

**Annual Conference
November 2 & 3, 2005
Columbia, Maryland**

The Hospice Network of Maryland (HNM) invites you to submit a proposal for a program or poster session for the Annual Conference to be held on November 2 & 3, 2005 at the Hilton in Columbia, Maryland. The Conference will last a day and a half. Proposals must be received by July 1, 2005.

The goal of the conference is to improve the ability of professionals and volunteers to provide quality end-of-life care by:

- Strengthening competencies in clinical, psychosocial, spiritual and bereavement aspects of care
- Discussing particular problems and populations in hospice care and options to address them
- Presenting issues related to hospice and palliative care in specific settings
- Providing information on changes in hospices' economic, technological and regulatory environments
- Enabling participants to learn best practices from experts and each other through networking

The Hospice Network of Maryland is a non-profit, charitable organization dedicated to ensuring quality end-of-life care for terminally ill patients and their families in Maryland. The Network believes that the comprehensive palliative care offered by hospice can enhance the quality of life of the terminally ill, making a patient's final days as full and satisfying as possible for the patient and family.

We encourage the submission of proposals on special interest topics related to the health professionals, volunteers, chaplains, managers of hospice programs or long term care facilities. Examples include:

- Cultural Competence in Hospice Care
- Managing Difficult Diseases
- Interdisciplinary Team Culture
- Distinguishing Grief from Depression
- Bereavement Services
- Pain and Symptom Management
- Wound Care for Hospice Patients
- Caring for Caregivers
- Spiritual Care at the End of Life
- Hospital Palliative Care Programs
- Hospice in Nursing Homes
- Hospice Benefits for Veterans
- Uses of Data in Patient Care
- Recent Trends in Hospice Care
- Serving the Uninsured
- Regulatory Issues
- Pediatric Palliative Care
- Integrating New Technologies
- Hospice under Managed Care
- Hospice Patients with Mental Illness
- Developing Hospice Managers
- Patient and Family Decision-Making
- Hospice in Assisted Living
- Hospice Outreach with Faith Community
- Hospice in Nursing Facilities
- Hospice Volunteer services
- Access and quality to hospice services
- Quality improvement initiatives in hospice
- Working with managed care systems
- Delivering culturally effective care
- Uses of data in managing patient care
- Managing depression in hospice patients
- Developing private/public partnerships
- Understanding the dying process
- Assuring family-professional partnerships

**** Deadline – Proposals must be submitted via e-mail to Amy Broderick
(amyhnm@cablespeed.com) by July 1, 2005 ****

Hospice Network of Maryland

408 Headquarters Drive, Suite 3H, Millersville, MD 21108, P (410) 729-4571, F (410) 729-4574

WWW.HNMD.ORG

Session Formats

Three tracks will run concurrently throughout the two conference days. Tracks include **clinical**, **administrative**, and **psychosocial/spiritual**. Additionally, there will be four half-day sessions devoted to special interest groups: **chaplains**, **volunteers**, **assisted living managers** and **certified nursing assistants**.

Presentation proposals may be for a **plenary session** (1 to 1.5 hours), a **workshop session** (1.5 hours), a **roundtable discussion** (20 minutes) or a **poster presentation**. A two-session, (three-hour) workshop may be considered if the Program Committee feels that the topic warrants the additional time allotment. Audience participation in your session is encouraged; please indicate any provisions for audience participation in your proposal. The conference Planning and Review Group reserves the right to change the session format.

Plenary Session (1 to 1½ hours)

A plenary session imparts innovative information with broad implications. Plenaries will be presented in a large room, lecture format. Multiple speakers are permissible for plenaries.

Workshop Session (1½ hours)

A workshop session offers an interactive opportunity to provide an in-depth review or update on a specific topic with emphasis on practical information for the participants. Workshops feature 1-3 speakers. The workshop format may include a lecture with Q&A, case-based presentations with Q&A, or facilitated discussion with participant breakout activity.

Roundtable Discussion (20 minutes)

Roundtable discussions will be 20-minute sessions presented at 10 person tables. Each roundtable will be repeated four times.

Poster Session

An opportunity for hospice professionals and programs to showcase successful programs, projects, research, evaluation strategies or resources. Displays might include posters and abstracts, tabletop and visual displays, sample materials, brochures, and contact information. Poster authors will be expected to stand with their exhibit or poster during an identified timeframe.

General Information

Proposal Submission:

All proposals must be submitted on the Proposal Submission Form (attached). Author must include requested demographic information, select a session format, indicate which track or special interest section applying for, title, learning objectives, a short description of the proposed program, and suggested speakers. Deadline for receipt of proposal is July 1, 2005.

Registration Fee:

If the proposal is accepted, the primary speaker (1) will receive complimentary registration to the conference.

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Proposal Submission Form: Page 1/2

November 2005 – Hospice Network of Maryland Annual Conference

Primary Contact Information for Proposal:

Name:	
Title:	
Employer/Organization:	
Address:	
City, State & Zip:	
Phone:	
FAX:	
E-mail:	

Proposal submitted for the following type of session and track/special interest program:
(select one session and one track or special interest half-day session)

Indicate type of session proposed	Indicate Track or Special Interest Program
<input type="checkbox"/> Plenary Sessions	<input type="checkbox"/> Clinical Track
<input type="checkbox"/> Workshop Session	<input type="checkbox"/> Administrative Track
<input type="checkbox"/> Roundtable Discussion	<input type="checkbox"/> Psychosocial / Spiritual Track
<input type="checkbox"/> Poster Session	<input type="checkbox"/> Chaplain Half Day Special Interest Program
	<input type="checkbox"/> Volunteer Half Day Special Interest Program
	<input type="checkbox"/> Assisted Living Facilities End of Life Training Half Day Special Interest Program
	<input type="checkbox"/> Certified Nursing Assistant Half Day Special Interest Program

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Proposal Submission Form: Page 2/2

Title:	
Learning Objectives:	
Short Description: (Maximum 350 words)	
Suggested Speaker/s:	

- ACCEPTANCE AGREEMENT: By checking this box, I understand that if my proposal is accepted for the Hospice Network of Maryland Annual Conference, I am responsible for all of my expenses, including travel, hotel, meals and transportation.**

Evaluation Criteria

The Hospice Network of Maryland will evaluate proposals based on content and relevance to the hospice community, with the highest priority given to proposals that present successful strategies for improving quality of end-of-life care. The Education Committee will also give priority to proposals that include speakers who represent various perspectives in collaboration (eg, physician, parent, allied health professional, program manager, private/public partners, etc.) All proposals must demonstrate the link to hospice services.

The Education Committee is comprised of HNM members and HNM staff. The Committee reserves the right to refine session content, format, and/or speaker selection.

Authors will be notified of accepted proposals by September 15, 2005.

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