

## Request for Proposals

# Hospice & Palliative Care Network of Maryland

## 2008 Annual Conference

### “Evidence Based Medicine Meets Heart & Soul”

November 13, 2008

The Hospice & Palliative Care Network of Maryland (HPCNM) invites you to submit a proposal for a program or poster session for the 2008 Annual Conference to be held on November 13, 2008. The Conference will last one a day. Workshop proposals must be received by **June 2, 2008**.

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 & Palliative Care 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
- Board Development
- Pharmacotherapeutic Management of Symptoms
- 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 Volunteer services
- Access and quality to hospice services
- Quality improvement initiatives in hospice
- Working with managed care systems
- Uses of data in managing patient care
- Developing private/public partnerships
- Understanding the dying process
- Assuring family-professional partnerships
- Team Building
- Psychosocial Issues
- Palliative Care Teams

**\*\* Deadline – Workshop proposals must be submitted via e-mail to Valerie Fox  
(hospicemd@hnmd.org) by June 2, 2008 \*\*  
(Poster proposals due September 30, 2008)**

Hospice & Palliative Care Network of Maryland

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

[WWW.HNMD.ORG](http://WWW.HNMD.ORG)

## Session Formats

Three tracks will run concurrently throughout the one conference days. Tracks include **clinical**, **administrative** and **psychosocial/spiritual**. Additionally, there will be a full-day session devoted to the special interest group **physical therapy at end of life**. One half-day sessions devoted to special interest groups: **volunteers**, and **certified nursing assistants**.

Presentation proposals may be for a **workshop session** (1.5 hour presentation), **pearls** (10 minute presentation), 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.

### *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 or a panel presentation with multiple team members. Deadline for receipt of proposals is June 2, 2008.

### *Practice or Administrative Pearls (10 minutes)*

A group of speakers each giving a 10 minute presentation on a specific topic with emphasis on clinical practice or administrative disciplines. Deadline for receipt of proposals is June 2, 2008.

### *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. Deadline for receipt of poster proposals is September 30, 2008.

## 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 workshop proposals is June 2, 2008. Poster proposal deadline is September 30, 2008.

### **Registration Fee:**

If a workshop proposal is accepted, the primary speaker (1) will receive complimentary registration to the conference. Pearl and poster presenters are still asked to register for the meeting.

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## Evaluation Criteria

The Hospice & Palliative Care 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 and team building. The Education Committee will also give priority to proposals that include speakers who represent various perspectives in collaboration (eg, patient, family, care giver, health care professionals, program manager, private/public partners, etc.) All proposals must demonstrate the link to hospice services.

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

## Proposal Submission Form: Page 1/2

### November 13, 2008 – Hospice & Palliative Care Network of Maryland Annual Conference

#### Primary Contact Information for Proposal:

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

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**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"/> Workshop Session <input type="checkbox"/> Pearl Session <input type="checkbox"/> Poster Session <i>(Please use RFP for Poster Proposals located on HNMD.ORG website)</i>	<input type="checkbox"/> Clinical Track <input type="checkbox"/> Administrative Track <input type="checkbox"/> Psychosocial / Spiritual Track <input type="checkbox"/> Volunteer 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**

<b>Program Title:</b>	
<b>Learning Objectives:</b>	
<b>Short Description:</b> (Maximum 350 words)	
<b>Suggested Speaker/s:</b> <i>List full name and title for brochure</i>	

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

*Authors will be notified of accepted proposals by July 1, 2008 (posters by October 15, 2008)*

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