



## **PCPA Pharmacy Technician Abstract Submission Guide 2026**

Please read the instructions below carefully before preparing your abstract.

Successful abstract submissions will be invited to submit a poster for publication and published on the PCPA website.

After a judging panel, the winning posters will be invited for presentation at the PCPA Pharmacy Technician Day Webinar, 20<sup>th</sup> October 2026. The authors will be requested to speak and share their poster at this event. Winning posters will also be published on the PCPA website for public access.

The categories available for your abstracts are.

- Clinical practice
- Audit or quality improvement
- Service improvement
- Other – please specify. The abstract review committee will re-categorise your submission if we consider it has been inappropriately assigned.

Submissions in each category should show the impact of the pharmacy technician role in primary care within a patient facing service and/or outcomes for patients

Please note if your data collection is incomplete for abstract submission, we will accept submissions with a clear plan on how you aim to complete inclusive of methods and aims and timeframe.

We are happy to accept good-quality work which has been presented elsewhere if it is GP/PCN/Care home focused.

The primary author must be a Pharmacy Technician; we will not accept submissions from pharmacists alone. Pharmacists are permitted to be co-authors if the Pharmacy Technician is the named primary author.



## Preparing your abstract

1. Please use all the following headings to format your abstract
  - introduction
  - aim
  - methods
  - results
  - conclusion
  
2. The word count for the abstract should not exceed 500 words, or 350 words with one table (in editable format, not as an image) or one figure (either of which should not be too large). Text in the title, any table, any figure and up to two references are not included in the word count. Photographs or similar images are not permitted.
  
3. Abstracts are reviewed anonymously, so please do not include any identifying information in this box (either in the abstract body text or reference list) or in your file name, such as the names of authors or organisation. For example, instead of saying 'Manchester central PCN' or 'Any name Group practice', say 'a large Primary care network or GP practice' – the name of the author will be captured in a separate box
  
4. If the full results are not available at the time of abstract submission but will be available for poster completion, you may still submit but specific information on the data collection, methods and analysis schedule must be included (i.e. dates you expect the project to be completed)
  
5. Submissions must be in English
  
6. Use standard abbreviations only and place any unusual abbreviation in parentheses after the full word the first time it appears.
  
7. Use generic names of drugs.
  
8. If reference is made to proprietary products or equipment, the manufacturer's name and location should be included in parentheses.



9. Referencing should be in Vancouver format – see further details below.
10. Please check your abstract carefully as it will not be edited prior to publication. We recommend getting a colleague to check for spelling or grammar prior to submission.

## References

References should be listed in the separate box provided in the abstract submission system.

- References should be kept to a minimum and should be consistently and accurately presented in Vancouver style.
- The reference list is not included in the word count but the citation numbers within the abstract are.
- Only sources referred to in the text should be included but a bibliography may be added if desired.
  - References should be numbered in the order in which the citations appear in the text.

## Withdrawing an abstract

If you wish to withdraw your abstract, please email [Carol@pcpa.org.uk](mailto:Carol@pcpa.org.uk)

## Timeline for Poster Submissions

- **1 June 2026** – Abstract submission deadline
- **15 July 2026** – Notification of successful candidates
- **14 September 2026** – Deadline for poster submission
- **1 October 2026** – Notification of winners
- **20 October 2026** – Poster presentations and announcement of winners  
(*Pharmacy Technician Day Webinar, 1:00–2:00 pm*)