

Publication of Policies

Protocol and Standard Operating Procedures

MMISOP006 V1.0

Created on 11 January 2021

Published on 11 February 2021

Next Review 11 February 2022

Protocol & SOP Title Publication of Policies	Date Created: 11/1/2021	Version: MMISOP006 V1.0
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INTRODUCTION

Malaysian Medics International (MMI) was founded in 2013. The organisation has since then initiated and managed a myriad of projects, facilitating our growth and expansion. With advocacy, comes policies.

A policy is a comprehensive study which serves as a primary guiding tool and goal for advocacy at MMI. As a rapidly expanding organisation, MMI aims to put words together on the policy base as the collective voice of Malaysian medical students. MMI's advocacy priorities represent the endeavour and values of Malaysian medical students. Our policies are normally produced by the Policy Action Committee (PAC) under the Advocacy Department of MMI. This committee consists of MMI members who are either medical students or junior doctors and are passionate about advocacy. The PAC is facilitated by Directors of the Advocacy Department.

RATIONALE

The rationale of this protocol is to develop publication standards for policies. This protocol will guide policy teams to develop policies with a specific set of criteria to be fulfilled and to ensure that the standards of policies are met.

With proper implementation, this SOP will maintain the expected standards of policies published.

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WHO MUST COMPLY WITH THIS SOP?

All members of MMI who are involved in policy development under MMI.

STANDARD OPERATING PROCEDURE

1. Any MMI member from the Executive Council/Branch Councils/Chapters is allowed to be involved in publishing themed policies with proper references.
2. Members should work in a team named Policy Action Committee (PAC) which usually consists of four (4) to five (5) members.
3. Members appointed to develop policy are required to read and understand this protocol.
4. Members are required to understand the requirements and criteria for policy publication prior to developing the policy.
5. PAC shall work closely with the Advocacy Team, Executive Co-chairs, and Publication Director throughout the development of the policy.

REQUIREMENTS FOR POLICY PUBLICATION

1. Microsoft Word is required to adjust layout, alignment, font, font size, and design presentation of policy.
2. Canva may be used to design the presentation of the policy.

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PRESENTATION OF POLICY

1. Layout

- a. Header should be inserted at the top right corner of every page: (refer to Appendix 1)
First page:

	Measurement
Height	2.80 cm
Width	3.96 cm
Header from top and bottom	1.27 cm

2nd page onwards:

	Measurement
Height	1.39 cm
Width	1.97 cm
Header from top and bottom	1.27 cm

- b. Presentation
- i. Portrait
 - ii. Layout columns: Two

2. Font

- a. The font for the first page of the policy must be strictly the same for all policies. (Refer to Appendix 2)
- b. The font for main context is given freedom to the current Publication Director to choose any from the list below.
- c. Chosen font must be the same throughout the term for all policies published.
- d. Publication Director is allowed to reuse fonts from policies from the previous terms.
- e. Title and main context should be in different fonts.

Title	Main Context
Book Antiqua	Cambria
Copperplate	Arial
Britannic	Times New Roman
Garamond (Bold)	Georgia
Lucida Sans	Garamond (Regular)

3. Font Size

- a. Topic and context should be in different font sizes.
- b. Chosen font sizes must be the same throughout the term for all policies published.
- c. Font size must be in the range as below for all font types.

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Title	Context
12 to 16	11 to 14

4. Numbering

- a. Numbers less than 100 shall be spelled out in words.¹

Example:

The thirty-eighth battalion was sent to the war zone for the fourth time.

- b. Numbers more than 100 or 100 shall remain in Arabic numbers.¹
c. Exceptions are as below:

Category	Example
Percentage	78 %
Laws of Malaysia/other countries	Section 3 of the Civil Law Act 1956
Ratio	2:1
Date	11 January 2021
Year	2021

5. Paragraph

- a. First paragraph should always be on the margin (same margin as title). (Refer to Appendix 3)
b. Second paragraph onwards should be spaced. (Refer to Appendix 3)

6. Reference Style

- a. Vancouver Style (Refer to Appendix 4 for examples)
b. Refer: "Quick Reference Guide Vancouver Citing & Referencing Style (Monash University)"²

7. Design

- a. Freedom is given to the current Publication Director to decide whether or not to follow the design of previous terms or to create a new design which requires approval from the Executive Co-Chairs at term.
b. Design of policies must follow these colour themes: blue, red, black.
c. Design of policies must be consistent throughout the whole term.
d. Every page of the policy must be designed. (Example: border, lines etc)
e. Designs of policies shall be kept as simple as possible to maintain clarity of visuals.

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LANGUAGE

Following rules must be followed strictly to maintain the consistency of policies published.

1. Policy stance should be neutral at all times; if not, most of the time.
2. Offensive language must be avoided in all policies.
3. Language used must not contain hidden meaning which might stir up controversial opinions.
4. Facts and data should be accurately cited.

CHECKLIST

1. Policy Governance (Appendix 5) must be attached on the last page of the policy.
2. In Appendix 6, there is a checklist that outlines the process an official policy has to go through before publishing.

PROOFREADING

1. Proof-readers include the Publication Director, Executive Co-Chairs, Project Leader, and Authors.
2. Proofreading team should attempt to proofread for at least 4 times in total, excluding Publication Director's attempt of at least 4 times.
3. Proof-readers should look at:
 - i. Accuracy of facts
 - ii. Grammatical mistakes
 - iii. Typographical errors
 - iv. Sentence structure
 - v. Punctuation
 - vi. Spelling
 - vii. Tenses
 - viii. Capitalisation
 - ix. Structure and theme
 - x. Apostrophes
 - xi. Audience appropriateness
 - xii. Overall flow

REFERENCES

1. Numbers in academic writing [Internet]. Aso-resources.une.edu.au. 2021 [cited 10 February 2021]. Available from: <https://aso-resources.une.edu.au/academic-writing/miscellaneous/numbers/>
2. Library guides: Citing and referencing: Websites [Internet]. Guides.lib.monash.edu. 2021 [cited 10 February 2021]. Available from: <https://guides.lib.monash.edu/c.php?g=219786&p=1454684>

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APPENDIX

Appendix 1

Header

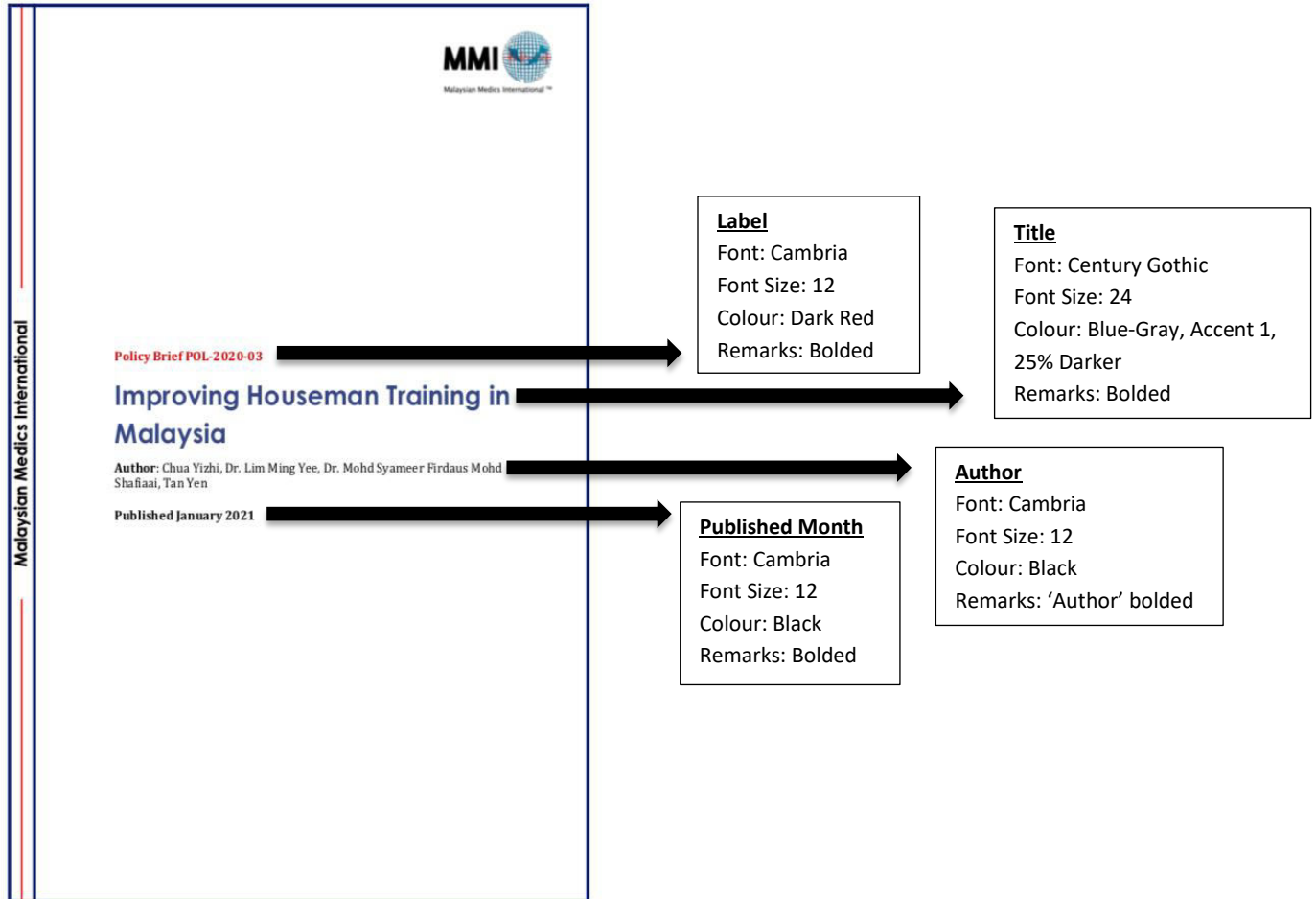
Strictly on the **right side only**.



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Appendix 2

Cover Page




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Appendix 3

Paragraph

First Paragraph
Should always be on the margin

Second Paragraph (onwards)
Spaced



Glossary of Terms

Housemanship/ Houseman Training	Period of training in resident medical practice for the purpose of being fully registered medical practitioner ¹
MOH	Ministry of Health Malaysia
MMC	Malaysian Medical Council
SPM	Sijil Pelajaran Malaysia (English: <i>Malaysian Certificate of Education</i>)
HRH	Human Resources for Health
OECD	Organisation for Economic Co-operation and Development
MQA	Malaysian Qualifications Agency
HOs	House Officers
IPA	Jabatan Perkhidmatan Awam (English: <i>Public Service Department</i>)
MOs	Medical Officers
UKMMC	Universiti Kebangsaan Malaysia Medical Center (English: <i>National University of Malaysia</i>)
WHO	World Health Organization

Background

Roles of MMI

Malaysian Medics International (MMI) is a global medical student-led organisation that aims to connect, educate, and cultivate Malaysian medical students across the globe. Since our inception in 2013, we have grown into a global network of more than 200 leaders from seven countries around the world.

Aims of this Policy

This policy aims to address the burgeoning issues regarding housemanship in Malaysia from the perspective of medical students, and our proposal for improvement to the current housemanship in Malaysia.

Purpose of Internship/ Housemanship in Malaysia

The purpose of internship or housemanship in Malaysia is to equip medical graduates with appropriate attitude, knowledge, skills, and experience to work in Malaysia's healthcare sector.² House Officers (HOs) are expected to utilise learnt theories from their undergraduate years and integrate these theories into their patients' care. At the same time, housemanship aims to develop essential technical, clinical, personal, and professional skills which are required for medical graduates to be responsible and caring medical practitioners.²

Malaysian Medical Council (MMC), established under Medical Act 1971, regulates the registration of medical practitioners, qualification and practice of medicine, as well as public healthcare services in Malaysia.¹ MMC, with the approval of the Health Minister, can make amendments to the Housemanship Training Programme as needed to accommodate the needs of the public healthcare sector and to ensure adequate training of the medical graduates.¹

Before 1996, housemanship in Malaysia lasted for one year, with compulsory four-months training each as Medical HOs, Surgical HOs, and Obstetrics and Gynaecology (O&G) HOs.^{1,3} In 2008, this period was extended to two years, with the addition of four months in Orthopaedics, Paediatrics, and Emergency and Trauma each.^{4,6} Three alternative disciplines were subsequently added to increase training opportunities, which were Anaesthesiology in 2010, as well as Primary Care in 2013 and Psychiatry in 2013.⁶

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Appendix 4

Vancouver Referencing

Please use **ONLY** the superscript in-text citation style.

(Kindly refrain from using other in-text citation styles, example: round brackets, square brackets)

Superscript in-text citation examples:

In 2013, the Modified Flexi System was introduced. In this system, HOs are required to work 65 – 75 hours weekly.^{5,6}

References:



5. Subramaniam S. Transformation of Housemanship Training Program. 2014; Available from: https://www.moh.gov.my/moh/modules_resources/database_stores/96/337_540.pdf
6. Abdullah NH. Press Statement Director- General of Health Malaysia Strengthening the Housemanship Programme. 2016; Available from: https://www.moh.gov.my/moh/resources/kenyataan_akhbar/Kenyataan_Akhbar_KPK/2016/MAC_2016/PS_DG_Strengthening_the_HO_Training_Programme_9_March_2016.pdf

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Appendix 5

Checklist (1)

Policy Governance

Term	Malaysian Medics International Term 2020/2021	
Created by		
Independent Reviewer		
Published on	4th January 2021 	Remarks: Boded
Version History	Version 1.0 	Remarks: Boded

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Appendix 6

Checklist (2)

No.	Item	Remarks
1.	Has the policy gotten a majority approval vote from the committee?	This should be the first step after authors develop the policy.
2.	Has the final version been approved by the Executive Co-Chairs and Project Leader?	

If all the above items are checked, the policy is ready to be published.

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Protocol Governance

Protocol Developer	Malaysian Medics International	
Protocol Creator	Wong Shuet Nee	
Creator's Position	Publication Director	MMI Executive Council 2020/2021
Date Created	11 January 2021	
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Version History

Version	Approved By ¹	Revision Date	Description of Change	Revising Author
1.0	Ong Siu Ching Ivanna Ting Mei Sim	10 February 2021	-	-

Protocol Review

Last Reviewed	
Reviewed by	Ong Siu Ching Ivanna Ting Mei Sim
Next Review	11 February 2022

¹ This should fall under the Executive Co-Chair's jurisdiction.

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