

**GUIDELINE FOR SUBMISSION OF ORAL PRESENTATION FOR CATEGORY LEAN
HEALTHCARE**

SARAWAK STATE HARI INOVASI 2023

1. The competition is open to all the Clinics/ Divisional Offices/ Hospitals/ Institutions/ Program facilities under Ministry of Health in Sarawak.
2. A project maybe submitted for **ORAL** presentation if it meets all the following criteria:
 - 2.1 It is a **NEW** qualified improvement initiative lean applying lean philosophy and methodology
 - 2.2 It has not been presented at any state/ national/ international level convention/ conference/ seminar
3. Projects that were involved in National MOH Lean Health Care Expansion Project are **NOT** qualified to enter this category.
4. The submission has to be accompanied by an abstract and write-up as prerequisite for entry in the oral competition.
5. The allocated time for each presenter will be **15 minutes Presentation and 5 minutes Question and Answer.**
6. Only **ONE** Presenter is allowed during the competition.
7. The presentation format must be in **Microsoft Power Point.**
8. The judge's decision is **FINAL.**
9. **Project Nomination Steps**
 - 9.1 Fill in the **Entry Form online** and upload the **Abstract in PDF** format to the website <https://jknsarawak.moh.gov.my/inovasi/> on or before **15 September 2023.**
 - 9.2 All shortlisted project candidates will be acknowledged by technical committee through notification email.

9.3 The final report /write up is to be submitted to <https://jknsarawak.moh.gov.my/inovasi/> in **PDF** format **on or before 20 October 2023**.

10. Instruction for Preparing the Abstracts:

- 10.1 **Abstract must be submitted in** English, typewritten in **Font Arial size 11, 1.5 spacing**
- 10.2 Must be submitted in **PDF** file and uploaded in the website while filling in the online registration form at <https://jknsarawak.moh.gov.my/inovasi/> **on or before 15 September 2023**.
- 10.3 Main Authors and co-authors - Type in your name. Designation and qualification are not required.
- 10.4 Text of abstracts **must not exceed 300 words**. Graphs, tables, or figures not to be included in the abstract.

11. Instruction for Preparing Final Report/ Write Up:

- 11.1 Report must be submitted in **English**, type written in **Font Arial size 11, 1.5 spacing**
- 11.2 Must be submitted in **PDF** Format
- 11.3 Main Authors and Co- authors, Designation and Qualification can be included
- 11.4 The maximum pages of report will be 20 pages.
- 11.5 Graphic tables, charts, graph, etc. are encouraged to be included.

12. Abstract & Final Report Format & Content:

- 12.1 Title: must be clear
- 12.2 Area/ Department: Place where lean project was implemented must be stated
- 12.3 Background and Problem Statement
 - 12.3.1 Must reflect the client's/ patient's expectation
 - 12.3.2 Must be objective and measurable (any KPI is to be followed)
- 12.4 Current State Value Stream Mapping (VSM)

- 12.4.1 Must comply with VSM format e.g. process time, inventory, FTQ, Man power and waiting time
- 12.4.2 Reflect the actual process. It must be specific and not leaving any process behind
- 12.4.3 Analysis of the process - value-added activities and non-value added activities
- 12.5 Kaizen Burst and RCA Analysis
Analysis to determine root cause(s) of problem using Fish bone diagram/ 5 Whys method.
- 12.6 Countermeasures and Action Plan
List the Kaizen plan and its execution
- 12.7 Future state VSM and measures
 - 12.7.1 Show the VSM after Kaizen implementation
 - 12.7.2 Value analysis of VSM
 - 12.7.3 Show performance measurement (effect confirmation)
- 12.8 Sustainability
 - 12.8.1 Describe the follow up plan
 - 12.8.2 Describe the measure(s) taken for standardization, e.g. new policy, standard operating procedures etc.
 - 12.8.3 What is the plan of roll out or extension to others?

13. Marking Criteria

The evaluation criteria are in accordance with the elements as in **Appendix 3**

14. Closing dates

Closing dates for entrance of application, submission of abstract, and complete write up is as follows:

Bil.	Agenda	Closing Date
1.	Entrance application (submission of Entry Form)	15 September 2023
2.	Submission of abstract	15 September 2023
3.	Submission of full write up	20 October 2023

15. Enquiries

If you have any questions or need explanation, please contact:

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Prepared by,

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Jabatan Kesihatan Negeri Sarawak