

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

**SARAWAK STATE HARI INOVASI 2023**

1. The competition is open to all the Clinic/ Divisional Office/ Hospital/ Institution/ Program facilities under Ministry of Health in Sarawak.
2. A project may be submitted for **POSTER** presentation if it meets all the following criteria:
  - 2.1 It is a 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 (Emergency and Trauma Department, and Medical Department) that using same Kaizen process are **NOT** qualified to enter this category.
4. Poster submission has to be accompanied by an abstract and write up as prerequisite for entry in the poster competition
5. There will be only **ONE** prize available as (Best Poster) in this category.
6. The judge's decision is **FINAL**.
7. **Project Nomination Steps**
  - 7.1 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**.
  - 7.2 All shortlisted project candidates will be acknowledged by technical committee through notification email.
  - 7.3 The **final report** is to be submitted in in **PDF format** to the website <https://jknsarawak.moh.gov.my/inovasi/> on or before **20 October 2023**.

## 8. Instruction for Preparing the Abstracts:

- 8.1 Abstract must be submitted in **English**, typewritten in **Font Arial size 11, 1.5 Spacing**
- 8.2 Must be submitted in **PDF** format
- 8.3 Main Authors and co-authors - Type in your name. Designation and qualification is not required.
- 8.4 Text of abstracts **must not exceed 300 words**.
- 8.5 Graphs, tables, or figures not to be included into the abstract.

## 9. Instruction for Preparing Final Report/ Write Up:

- 9.1 Report must be submitted in **English, typewritten in Font Arial size 11, 1.5 spacing**
- 9.2 Must be submitted in **PDF** Format
- 9.3 Main Authors and Co- authors, Designation and Qualification can be included
- 9.4 The maximum pages of report will be 20 pages.
- 9.5 Graphic tables, charts, graph etc. are encouraged to be included.

## 10. Abstract/ Final Report Format & Content:

- 10.1 Title: must be clear
- 10.2 Area/ Department: Place where lean project was implemented must be stated
- 10.3 Background and Problem Statement
  - 10.3.1 Must reflect the client's/ patient's expectation
  - 10.3.2 Must be measurable (any KPI is to be followed)
- 10.4 Current State Value Stream Mapping (VSM)
  - 10.4.1 Must comply with VSM format e.g. process time, inventory, FTQ, Man power and waiting time
  - 10.4.2 Reflect the actual process. It must be specific and not leaving any process behind

10.4.3 Analysis of the process - value-added activities and non-value added activities

10.5 Kaizen Burst and RCA Analysis

Analysis to determine root cause(s) of problem using Fish bone diagram/ 5

Whys method

10.6 Countermeasures and Action Plan

List the Kaizen plan and its execution

10.7 Future state VSM and measures

10.7.1 Show the VSM after Kaizen implementation

10.7.2 Value analysis of VSM

10.7.3 Show performance measurement (effect confirmation)

10.8 Sustainability

10.8.1 Describe the follow up plan

10.8.2 Describe the measure taken for standardization e.g. new policy, standard operating procedures etc.

10.8.3 What is the plan of roll out or extension to others?

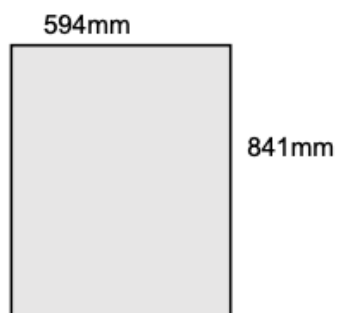
## 11. Marking Criteria

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

## 12. Format for Poster (A3 Progress Report)

12.1 Poster should be in e-poster (PDF Format), in one page only.

12.2 Poster must be in portrait, Font Arial, and size of not more than 594mm width x 841mm height (A1)



- 12.3 The name of the presenter should be underlined.
- 12.4 The content of the poster should follow the Marking Criteria as in **Appendix 3**.
- 12.5 Use simple illustrations. Decorations (examples - ribbons, flowers, fluorescent lamps) and audio-visual aid are **NOT** allowed.
- 12.6 Each presenter will be given **8 minutes to present their posters and 2 minutes** for the **question and answer session with the judges**. The judges will not take into account if the presenter exceed the prescribed time.

### 13. Closing dates

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

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

## 14. Enquiries

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

Secretariat	Phone Number	Email
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Prepared by:

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**Jabatan Kesihatan Negeri Sarawak**