

**GUIDELINE FOR SUBMISSION OF ORAL PRESENTATION FOR CLINICAL
AUDIT CATEGORY
KONVENSYEN KUALITI JABATAN KESIHATAN NEGERI SABAH 2025**

1. The competition is open to all the Health Clinic/ Divisional Office/ Hospital/ Institution/ Program facilities under Ministry of Health in Sabah.
2. A project may be submitted for **Oral** presentation if it meets all the following criteria:
 - 2.1 It is a qualified Clinical Audit Project that fulfilled the criteria and has completed its cycle as per Clinical Audit Guideline 2023 by Medical Care Quality Section, Medical Development Division, Ministry of Health Malaysia.
 - 2.2 It has not been presented at any state/ national/ international level convention/ conference/ seminar.
3. The submission has to be accompanied by an abstract and write up as prerequisite for entry in the poster competition
4. The allocated time for each presenter will be **10 minutes Presentation and 5 minutes Question and Answer.**
5. Only **ONE** Presenter is allowed during the competition.
6. The presentation format must be in **Microsoft Power Point.**
7. The judge's decision is **FINAL.**
8. The Secretariat reserves the right to change the competition format or method, and any changes will be notified via email to all participants.
9. **Project Nomination Steps**
 - 9.1 **Download the Entry Form from JKN Sabah website** and email the completed **Entry Form and Abstract** in PDF format to the email **leanhealthcare.jknsabah@moh.gov.my** on or before **15th August 2025.**
 - 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 in PDF format via email to **leanhealthcare.jknsabah@moh.gov.my** on or before **15th September 2025.**

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** format
- 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**.
- 10.5 Graphs, tables, or figures not to be included into the abstract.

11. Instruction for Preparing Final Report/ Write Up:

- 11.1 Report must be submitted in **English, typewritten 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 clinical audit project was implemented must be stated
- 12.3 Selection of Audit (Identify) - Must have following contents:
 - 12.3.1 Must have brief description of context/ background.
 - 12.3.2 Must explain what is/are the quality of care selected and explain why.
 - 12.3.3 Must show the evidence of how it is selected.
 - 12.3.4 Objective of the clinical audit
- 12.4 Methodology
 - 12.4.1 Must have the audit criteria and standard
 - 12.4.2 Must illustrate and explain about the design and sample of the audit
 - 12.4.3 Must show that the data collected is appropriate / reliable.

12.5 Analysis and interpretation of results

12.5.1 Must interpret and Analyse the findings and data to determine root cause(s) of problem using any method.

12.5.2 There are reasons for shortfall in quality (SIQ)

12.6 Strategy for change

12.6.1 Explain about what changes are needed to achieve better patient care.

12.6.2 Explain on how would the changes be implemented.

12.7 Monitoring (Re-audit)

12.7.1 Show outcome of implementation of change.

12.7.2 Show how dissemination of information was done.

12.7.3 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 writeup is as follows:

Bil.	Agenda	Closing Date
1.	Entrance application (submission of completed Entry Form)	15 August 2025 (email PDF to leanhealthcare.jknsabah@moh.gov.my)
2.	Submission of abstract	
3.	Submission of full write up (soft copy PDF Form)	15 September 2025 (email PDF to leanhealthcare.jknsabah@moh.gov.my)

15. Enquiries

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

Secretariat	Phone Number	Address and Email
Dr. Spencer Calvin Sindin	088-512555 (ext 105)	Cawangan Kualiti Penjagaan Perubatan, Bahagian Perubatan, Jabatan Kesihatan Negeri Sabah Tingkat 3, Rumah Persekutuan, Jalan Mat Salleh, 88590 Kota Kinabalu, Sabah. (u.p. Dr. Spencer Calvin Sindin) Email: spencer@moh.gov.my

Prepared by,

**Secretariat Pertandingan *Clinical Audit* Konvensyen Kualiti JKN Sabah 2025
Jabatan Kesihatan Negeri Sabah**