

LAMPIRAN B

**PROGRAM
PERUBATAN &
KESIHATAN
AWAM**

SESI 2026/2027

A. TAWARAN CUTI BELAJAR BAGI BIDANG PENGKHUSUSAN SKIM PEGAWAI PERUBATAN SESI 2026/2027

1. Latihan bidang pengkhususan merujuk kepada latihan yang menjurus kepada penganugerahan kelayakan akademik bagi bidang-bidang tertentu yang diperlukan oleh perkhidmatan selain dari bidang-bidang yang diiktiraf sebagai bidang kepakaran asas oleh Majlis Perubatan Malaysia. Bidang-bidang yang disenaraikan terdiri dari **bidang bukan klinikal atau separa klinikal** yang berkaitan dengan bidang kesihatan. Latihan bidang pengkhususan ini adalah sama ada di peringkat Sarjana atau Doktor Falsafah atau lain-lain yang setara. Latihan dijalankan sama ada di dalam negara atau di luar negara.
2. Tawaran A ini hanya terbuka untuk **Pegawai Perubatan (bukan pakar) sahaja**. Pakar Perubatan yang berhasrat untuk melanjutkan pelajaran perlu memohon melalui Program Subkepakaran (Tawaran C) dalam bidang yang ditawarkan mengikut tempoh penawaran iklan.
3. Syarat-syarat khusus mengikut bidang adalah seperti berikut:
 - 3.1. Bidang Pengurusan Hospital / Tadbir Urus Klinikal -
 - 3.1.1. Telah berkhidmat berkhidmat selama sekurang-kurangnya **sembilan (9) tahun** termasuk minimum **24 bulan** pengalaman dalam bidang pengurusan hospital atau tadbir urus klinikal sama ada di peringkat pengurusan hospital, Jabatan Kesihatan Negeri ataupun Ibu Pejabat KKM pada tarikh tutup permohonan. Pegawai perlu memastikan sejarah perkhidmatan diisikan dengan lengkap di bahagian tempat bertugas semasa permohonan di **sistem eHLP dan pautan Google Form di bawah** (nyatakan tarikh serta tempoh di setiap penempatan);
 - 3.1.2. Melengkapkan buku log yang merangkumi pengalaman serta perkara-perkara lain yang berkaitan dengan pengurusan kesihatan dan tadbir urus klinikal seperti yang akan ditetapkan oleh Program Perubatan sebelum sesi temu duga dijalankan. Salinan buku log yang lengkap hendaklah dibawa semasa sesi temu duga; dan
 - 3.1.3. Bersetuju dengan penempatan yang ditetapkan oleh Ketua Program setelah tamat kursus kelak.
 - 3.2. Bidang Perubatan Tradisional dan Komplementari (PT&K)
 - 3.2.1. Telah mendaftar dengan Majlis Perubatan Tradisional dan Komplementari dalam bidang amalan yang diiktiraf di bawah Akta 775 **ATAU** mempunyai kelayakan akademik dalam bidang amalan PT&K

yang diiktiraf. Senarai kelayakan dan institusi pengajian tinggi yang berkaitan boleh dirujuk melalui pautan <https://hq.moh.gov.my/tcm/ms/index.php/kelayakan-pengamal>

3.3. Lain-lain bidang pengkhususan -

3.3.1. Telah berkhidmat selama sekurang-kurangnya **sembilan (9) tahun** termasuk termasuk minimum **24 bulan** pengalaman dalam bidang yang berkaitan pada tarikh tutup permohonan. Pegawai perlu memastikan sejarah perkhidmatan diisikan dengan lengkap di bahagian tempat bertugas semasa permohonan di **sistem eHLP dan pautan Google Form di bawah** (nyatakan tarikh serta tempoh di setiap penempatan).

4. Permohonan di luar iklan adalah tidak dibenarkan bagi memastikan semua pemohon melalui proses saringan yang sama termasuk temu duga untuk menilai kesesuaian pegawai mengikuti latihan bidang yang dipohon.

B. SENARAI KETUA JABATAN

Tempat bertugas	Ketua Jabatan
Klinik Kesihatan	Pegawai Kesihatan Daerah (untuk Semenanjung)/ Pegawai Kesihatan Bahagian (untuk Sarawak)/ Pegawai Kesihatan Kawasan (untuk Sabah kecuali Daerah Semporna, Papar, Kunak adalah oleh Pegawai Kesihatan Daerah)
Pejabat Kesihatan Daerah	Pegawai Kesihatan Daerah (Untuk Semenanjung)/ Pegawai Kesihatan Bahagian (Untuk Sarawak)/ Pegawai Kesihatan Kawasan (Untuk Sabah kecuali Daerah Semporna, Papar, Kunak adalah oleh Pegawai Kesihatan Daerah)
Jabatan Kesihatan Negeri	Timbalan Pengarah Kesihatan Negeri (Perubatan) atau Timbalan Pengarah Kesihatan Negeri (Kesihatan Awam)
Hospital	Pengarah Hospital
Institusi	Pengarah Institusi
Ibu Pejabat KKM	Pengarah Bahagian

C. DOKUMEN TAMBAHAN

Mengisi maklumat yang diperlukan dan memuat naik dokumen tambahan di bawah secara dalam talian **sebelum tarikh tutup permohonan** di pautan berikut:

<https://shorturl.at/7XNaG>

1. **A. Bagi permohonan Sarjana dengan Mod Kerja Kursus (*Coursework*)/*Mixed-Mode*, sertakan:**

- i. Kertas Cadangan Penyelidikan (*Proposal Paper*)/ disertasi pengajian yang lengkap (**panduan menulis seperti di Lampiran C di sistem eHLP**); dan
- ii. Rangka kursus.

B. Bagi permohonan Sarjana dengan Mod Penyelidikan, sertakan:

- i. Kertas Cadangan Penyelidikan (*Proposal Paper*)/ disertasi pengajian yang lengkap (**panduan menulis seperti di Lampiran C di sistem eHLP**).

C. Bagi permohonan Ph.D/ Doktor Kesihatan Awam, sertakan:

- i. Kertas Cadangan Penyelidikan (*Proposal Paper*)/ disertasi pengajian yang lengkap (**panduan menulis seperti di Lampiran C di sistem eHLP**); dan
 - ii. Cadangan Penyelia dan Tajuk Penyelidikan (**seperti di Lampiran F di sistem eHLP**).
2. Pelan Tindakan Selepas Tamat Pengajian (PTSTP) – Justifikasi Ketua Jabatan berkaitan keperluan di penempatan sekarang serta cadangan tugas tambahan dan penempatan selepas tamat pengajian (**seperti di Lampiran D di sistem eHLP**);
3. Surat Aku Janji Cuti Belajar yang telah ditandatangani (**seperti di Lampiran E di sistem eHLP**);
4. *Curriculum Vitae* (**seperti di Lampiran G di sistem eHLP**);
5. Salinan **Transkrip Penuh Akademik dan Sijil** berikut ;
- i. **Ijazah Sarjana Muda - Permohonan peringkat Sarjana**
 - ii. **Sarjana - Permohonan peringkat Ph.D**
6. Surat Tawaran Universiti (sekiranya ada);
7. Surat tawaran Biasiswa/ Tajaan Luar (selain HLP) (sekiranya ada).
8. Log book (**DIWAJIBKAN bagi pemohonan bidang Master in Health Management/Master in Hospital Administration/Master in Hospital Management**) (**seperti di Lampiran di sistem eHLP**);

PERINGATAN

- ❖ **TUAN/ PUAN PERLU SCAN DOKUMEN TAMBAHAN YANG BERKAITAN DALAM BENTUK PDF UNTUK DIMUAT NAIK KE PAUTAN *GOOGLE FORM* YANG DINYATAKAN DI ATAS.**
- ❖ **PASTIKAN SEMUA DOKUMEN TAMBAHAN ADALAH LENGKAP DAN DIMUAT NAIK BAGI MENGELOKKAN PERMOHONAN DITOLAK.**
- ❖ **TARIKH AKHIR BAGI PENGHANTARAN DOKUMEN TAMBAHAN ADALAH PADA **12 NOVEMBER 2025**.**

SEKIAN, TERIMA KASIH.

LAMPIRAN B

**SENARAI BIDANG KURSUS YANG DITAWARKAN UNTUK MENGIKUTI CUTI BELAJAR
DI PERINGKAT SARJANA & PH.D SESI 2026/2027**

BIL	KAEDAH	BIDANG	PERINGKAT	KELAYAKAN	UNIVERSITI / INSTITUSI	LOKASI
PERUBATAN						
1	CBBP Dengan HLP	Pengurusan Hospital/ Tadbir Urus Klinikal	Sarjana	Master in Health Management/ Master in Hospital Administration/ Master in Hospital Management	Diiktiraf	Luar Negara
2	CBBP Tanpa HLP/ CBTG Tanpa HLP	Pengurusan Hospital/ Tadbir Urus Klinikal	Sarjana	Master in Health Management/ Master in Hospital Administration/ Master in Hospital Management	Diiktiraf	Dalam Negara/ Luar Negara
3	CBBP Dengan HLP/ CBBP Tanpa HLP/ CBTG Tanpa HLP	Health Economics/ Health Financing	Sarjana	Master of Health Economics/ Master of Health Financing	Diiktiraf	Luar Negara
4	CBBP Dengan HLP/ CBBP Tanpa HLP/ CBTG Tanpa HLP	Health Technology Assessment/ Health Technology Assessment-Related	Sarjana	Master in Health Technology Assessment/ Health Services Research/ Health System Research	Diiktiraf	Luar Negara
5	CBBP Dengan HLP/ CBBP Tanpa HLP/ CBTG Tanpa HLP	Health Technology Assessment/ Health Technology Assessment-Related	Ph.D	Ph.D in Health Technology Assessment/ Health Services Research/ Health System Research	Diiktiraf	Luar Negara
6	CBBP Dengan HLP/ CBBP Tanpa HLP/ CBTG Tanpa HLP	Medical Law/ Ethics	Sarjana	Master in Medical Law/ Ethics/ Enforcement	Diiktiraf	Dalam Negara
7	CBBP Dengan HLP/ CBBP Tanpa HLP/ CBTG Tanpa HLP	Bidang Perubatan Tradisional dan Komplementari	Sarjana	Master in Herbal Medicine/ Master In Chinese Medicine/ Master In Indian Medicine	Diiktiraf	Dalam Negara

Nota:

Latihan bidang pengkhususan merujuk kepada latihan yang menjurus kepada penganugerahan kelayakan akademik bagi bidang-bidang tertentu yang diperlukan oleh perkhidmatan selain dari bidang-bidang yang diiktiraf sebagai bidang kepakaran asas oleh Majlis Perubatan Malaysia. Bidang-bidang yang disenaraikan terdiri dari bidang bukan klinikal atau separa klinikal yang berkaitan dengan bidang kesihatan. Latihan bidang pengkhususan ini adalah sama ada di peringkat sarjana atau doktor falsafah atau lain-lain yang setara. Latihan dijalankan sama ada di dalam negara atau di luar negara.

LAMPIRAN B

**SENARAI BIDANG KURSUS YANG DITAWARKAN UNTUK MENGIKUTI CUTI BELAJAR
DI PERINGKAT PH.D & DrPH SESI 2026/2027**

BIL	KAEDAH	BIDANG	PERINGKAT	UNIVERSITI / INSTITUSI	LOKASI
KESIHATAN AWAM					
1	CBBP Dengan HLP/ CBBP Tanpa HLP/ CBTG Tanpa HLP	Doctorate (Public Health)	DrPH / Ph.D	Universiti yang diluluskan dalam Jadual Keempat	Dalam Negara
2	CBBP Tanpa HLP/ CBTG Tanpa HLP	Doctorate in Public Health	DrPH / Ph.D	London School of Hygiene & Tropical Medicine, University of London	Luar Negara
3	CBBP Tanpa HLP/ CBTG Tanpa HLP	Doctorate in Public Health	DrPH / Ph.D	University of Illinois at Chicago School of Public Health	Luar Negara
4	CBBP Tanpa HLP/ CBTG Tanpa HLP	Doctorate in Public Health	DrPH / Ph.D	New York Medical College School of Public Health	Luar Negara
5	CBBP Tanpa HLP/ CBTG Tanpa HLP	Doctorate in Public Health	DrPH / Ph.D	University of California, School of Public Health Berkeley, California	Luar Negara
6	CBBP Tanpa HLP/ CBTG Tanpa HLP	Doctorate in Public Health	DrPH / Ph.D	John Hopkins University, School of Hygiene and Public Health	Luar Negara
7	CBBP Tanpa HLP/ CBTG Tanpa HLP	Doctorate in Public Health	DrPH / Ph.D	University of North Caroline, School of Public Health North Carolina	Luar Negara
8	CBBP Tanpa HLP/ CBTG Tanpa HLP	Doctorate in Public Health	DrPH / Ph.D	Saint Louis University School of Public Health	Luar Negara
9	CBBP Tanpa HLP/ CBTG Tanpa HLP	Doctorate in Public Health	DrPH / Ph.D	Tulane University, School of Public Health and Tropical Medicine	Luar Negara
10	CBBP Tanpa HLP/ CBTG Tanpa HLP	Doctorate in Public Health	DrPH / Ph.D	University of Sydney, Australia	Luar Negara
11	CBBP Tanpa HLP/ CBTG Tanpa HLP	Doctorate in Public Health	DrPH / Ph.D	Harvard School of Public Health	Luar Negara



MINISTRY OF HEALTH MALAYSIA



STRUCTURED COMPETENCY LOG BOOK FOR

**EXECUTIVE MEDICAL DOCTOR
(EMD)**

LEVEL 1

Medical Development Division
Ministry of Health Malaysia
2025



PERSONAL PARTICULARS

Name : _____

I/C No. : _____

Designation : _____

Organisation : _____

Name of Supervisor : _____

Designation of Supervisor : _____

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Module 5	: Clinical Governance and Quality Systems

MODULE 1

HOSPITAL & HEALTH POLICY – SERVICES DEVELOPMENT AND IMPLEMENTATION

Training Outcomes

- Demonstrate understanding of hospital operational policies, including GHOP and local policies.
- Analyse the components, concepts, and principles behind hospital and health policies.
- Apply continuous improvement principles to hospital services and policy implementation.
- Critically evaluate existing policies for alignment with organisational objectives and patient care standards.



Module 1: Hospital & Health Policy – Services Development and Implementation

Activity / Task	Reflections (200 to 250 words)
1. Review and evaluate hospital operational policies. Understand policy components, concepts, and principles, i.e., General Hospital Operational Policy (GHOP) and local hospital policy.	

Activity / Task**Reflections (200 to 250 words)**

2. Apply continuous improvement principles and practice.

Completion date:



Assessment

Assessment Criteria	Marks				
1. Understand policy components, concepts and principles (i.e.: GHOP and local hospital policy).	5	4	3	2	1
	Comprehensive understanding of policy structure, objectives, and stakeholders.	Clear understanding with minor gaps in component linkage or stakeholder analysis.		Basic understanding with several unclear or missing elements.	
2. Review and evaluation of hospital operational policies (Demonstrate application of framework with recommendations, recognise quality standards).	5	4	3	2	1
	Accurately applies relevant frameworks with insightful analysis, identifies strengths & gaps, and provides practical recommendations.	Correctly applies frameworks with generally sound analysis and reasonable recommendations.		Applies frameworks at a basic level with limited or unclear recommendations.	
Total Mark					

Supervisor's name and signature

Signature :

Name :

Date :

MODULE 2A

STRATEGIC PLANNING – HEALTH MINISTRY FRAMEWORK

Training Outcomes

- Describe the structure and functions of the six core MOH programmes and their interrelationships.
- Evaluate the Medical Programme and its divisions in relation to hospital operations.
- Interpret hospital classification types (Type I–IV) and assess organisational structures.
- Analyse the governance model of Cluster Hospitals and its operational implications.
- Recommend strategic initiatives to align hospital services with national health priorities.

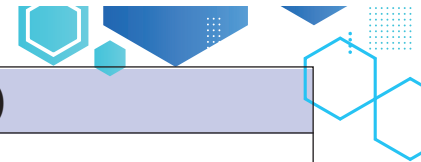


Module 2A: Strategic Planning – Health Ministry Framework

Activity / Task	Reflections (200 to 250 words)
1. Review and evaluate the Ministry of Health (MOH) Service Framework holistically by understanding the main functions of the six core MOH programmes (Medical, Public Health, Pharmacy, Dental, Research & Technical Support, and Food Safety & Quality).	

Activity / Task**Reflections (200 to 250 words)**

2. Evaluate the Medical Programme, its division, and its relation to your organization.

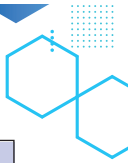


Activity / Task	Reflections (200 to 250 words)
3. Evaluate the hospital types (Type I–IV) classification and your hospital organisational chart.	

Activity / Task**Reflections (200 to 250 words)**

4. Review the Cluster Hospital governance.

Completion date:



Assessment

Assessment Criteria	Marks				
1. Understanding of MOH Core Programmes.	5	4	3	2	1
	Demonstrates a comprehensive understanding of all 6 MOH programmes and their strategic roles.	Understands most MOH programmes with moderate clarity; minor gaps in strategic relevance.		Basic awareness of programmes; explanation lacks clarity or depth.	
2. Evaluation of the Medical Programme and its Division.	5	4	3	2	1
	Demonstrates a comprehensive understanding of all Divisions in the Medical Programme and their strategic roles.	Understands most Divisions with moderate clarity; minor gaps in strategic relevance.		Basic awareness of programmes; explanation lacks clarity or depth.	
3. Evaluation of Hospital Classification (Type I-IV).	5	4	3	2	1
	Accurately describes all hospital types with clear differentiation and examples of service levels.	Describes hospital types with some clarity; may miss some details or examples.		General or vague description of hospital types; limited differentiation.	

Assessment Criteria	Marks				
4. Cluster Hospital Governance.	5	4	3	2	1
	Clearly explains how cluster governance supports service integration across programmes.	Explains cluster governance with a general understanding; minor gaps in clarity or detail.		Limited or unclear explanation of cluster governance and its integration with services.	
Total Mark					

Supervisor's name and signature

Signature :

Name :

Date :



MODULE 2B

STRATEGIC PLANNING – HOSPITAL SERVICES PLANNING

Training Outcomes

- Assess facility planning needs, including resource allocation for core hospital services.
- Interpret population health data to guide planning (e.g., bed ratios, disease burden).
- Develop human resource and workforce plans to meet service demands.
- Conduct equipment needs assessment in line with clinical and operational requirements.

Module 2B: Strategic Planning – Hospital Services Planning

Activity / Task	Reflections (200 to 250 words)
Review and summarise of facility planning and development allocation for a core hospital service i.e., including relevant project planning such as BP6 and expansion of service. • Population needs, including ratio and disease burden. • Human resource planning. • Equipment need assessment.	

Completion date:



Assessment

Assessment Criteria	Marks				
1. Understanding of Core Service Requirements.	5	4	3	2	1
	Demonstrates comprehensive understanding of the selected core service, its functions, and key operational needs.	Shows good understanding with minor gaps in service details.		Demonstrates basic understanding with notable inaccuracies or incomplete service description.	
2. Accuracy in Estimating Bed Requirements.	5	4	3	2	1
	Provides accurate and well-supported estimation of required beds based on hospital type and projected patient load.	Provides generally correct estimations with minor calculation or planning gaps.		Provides rough or unrealistic bed estimations, lacking proper justification.	
3. Human Resources (HR) Planning (e.g. WISN).	5	4	3	2	1
	Detailed and realistic HR planning aligned with service demand, including appropriate staffing mix and skill levels.	HR plan is reasonable but may have minor issues in staff mix or quantity estimation.		HR planning is incomplete, lacks detail, or presents unrealistic staffing assumptions.	

Assessment Criteria	Marks				
4. Equipment Needs Assessment (e.g. MPIS).	5	4	3	2	1
	Provides a comprehensive and appropriate list of essential equipment with clear justification.	Provides a relevant equipment list with some minor gaps or missing justifications.		The equipment list is basic or incomplete, with little to no justification.	
Total Mark					

Supervisor's name and signature

Signature :

Name :

Date :

MODULE 3

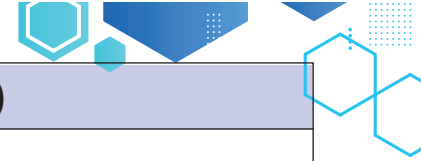
CORPORATE GOVERNANCE (HEALTH RESOURCES MANAGEMENT AND STRATEGY)

Training Outcomes

- Review and interpret the hospital's human resource database for strategic decision-making.
- Participate in and understand financial, asset management, and procurement committee processes.
- Evaluate hospital complaints management systems, including feedback loops.
- Gain exposure to hospital project and facility management processes (e.g., VCM, PSH).
- Assess the integration of sustainability initiatives within corporate governance structures.

Module 3: Corporate Governance (Health Resources Management and Strategy)

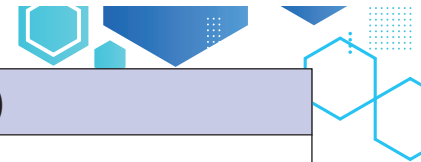
Activity / Task	Reflections (200 to 250 words)
1. Review the hospital's human resource database.	



Activity / Task	Reflections (200 to 250 words)
2. Mentorship session with the Finance, Asset & Procurement team (<i>Mesyuarat JK Pengurusan Kewangan dan Akaun, Mesyuarat JK Pengurusan Aset, Mesyuarat Pemutus Sebut Harga</i>).	

Activity / Task**Reflections (200 to 250 words)**

3. Review of complaints management processes in the hospital, including feedback process.

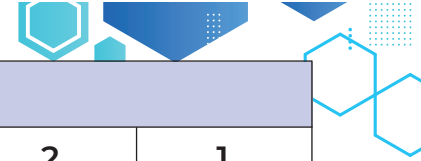


Activity / Task	Reflections (200 to 250 words)
4. Exposure to project and facility management e.g. VCM, <i>Perkhidmatan Sokongan Hospital</i> (PSH) and exposure to hospital sustainability initiatives.	

Completion date:

Assessment

Assessment Criteria	Marks				
1. Identification of Key HR Issues & Data Comprehension and Accuracy (Analysis ie WISN/Casemix etc).	5	4	3	2	1
	Identifies staffing gaps, training needs, and potential HR risks. Thorough review with accurate interpretation of HR data, including staff distribution, vacancy rates, and skill mix.	Identifies some HR issues but with limited depth or supporting data. Generally accurate review with minor gaps or misinterpretations.		Identifies limited or superficial HR issues. Basic review with significant gaps or misinterpretation of key data.	
2. Active engagement during a mentorship session with Finance, Asset & Procurement Unit. (Ability to demonstrate understanding of finance processes and procurement).	5	4	3	2	1
	Actively participates, asks relevant questions, and demonstrates interest in procurement and finance processes.	Participates but with moderate involvement or limited inquiry.		Passive participation with minimal contributions.	



Assessment Criteria	Marks				
3. Understanding of complaint management and feedback processes.	5	4	3	2	1
	Demonstrates a clear understanding of the structure, roles, and processes in complaints management. Able to explain examples of procedures followed.	Demonstrates a clear understanding of the structure, roles, and processes in complaints management. Able to explain examples of procedures followed.	Demonstrates a clear understanding of the structure, roles, and processes in complaints management. Able to explain examples of procedures followed.	Demonstrates a clear understanding of the structure, roles, and processes in complaints management. Able to explain examples of procedures followed.	Demonstrates a clear understanding of the structure, roles, and processes in complaints management. Able to explain examples of procedures followed.
4. Facility & Project Management Exposure (Including Sustainability Initiatives).	5	4	3	2	1
	Understands core elements of facility/project planning, identifies sustainability practices, and relates them to hospital context.	Identifies general aspects of facility/project management & limited understanding of sustainability initiatives.	Identifies general aspects of facility/project management & limited understanding of sustainability initiatives.	Basic or unclear understanding of facility management; the sustainability aspect is not addressed.	Basic or unclear understanding of facility management; the sustainability aspect is not addressed.
Total Mark					

Supervisor's name and signature

Signature :

Name :

Date :

MODULE 4

BUSINESS CONTINUITY MANAGEMENT (BCM)

Training Outcomes

- Describe BCM principles and their application in healthcare settings.
- Review and assess BCM processes for critical hospital services.
- Identify potential threats to service continuity and propose mitigation strategies.



Module 4: Business Continuity Management (BCM)

Activity / Task	Reflections (200 to 250 words)
Review of the BCM processes in one of the hospital's core services or any related process that can ensure critical services provided by hospital can continue in the face of disruptions.	

Completion date:

Assessment

Assessment Criteria	Marks				
1. Understanding of BCM concepts.	5	4	3	2	1
	Demonstrates a comprehensive understanding of the BCM structure, roles, and procedures specific to the selected department.	Demonstrates good understanding with minor conceptual gaps.		Basic understanding with some inaccuracies or missing components.	
2. Commitment and involvement in BCM processes.	5	4	3	2	1
	Accurately identifies all critical services, processes, and resources essential for hospital operations during disruptions. Provides a detailed, critical evaluation of the existing BCM plan, highlighting strengths, gaps, and risks.	Identifies most critical services and processes with minor omissions. Provides a reasonable evaluation with some depth but limited critical analysis.		Identifies some critical services but misses key areas. Provides a superficial evaluation with minimal depth or limited risk identification.	
Total Mark					

Supervisor's name and signature

Signature :

Name :

Date :

MODULE 5

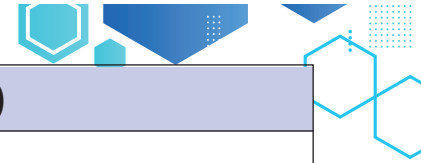
CLINICAL GOVERNANCE AND QUALITY SYSTEMS

Training Outcomes

- Apply quality assurance principles in QA/QI activities (e.g., Lean, clinical audits, accreditation).
- Analyse medico-legal case management processes and identify areas for improvement.
- Interpret incident reporting systems to enhance patient safety culture.
- Participate in Root Cause Analysis (RCA) and translate findings into preventive actions.
- Review hospital KPI performance and patient satisfaction data to guide service improvements.

Module 5: Clinical Governance and Quality Systems

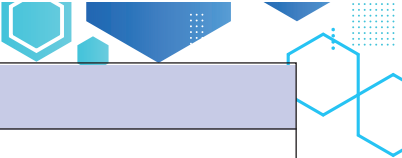
Activity / Task	Reflections (200 to 250 words)
1. Quality assurance Hands-on session in QA/QI activities e.g. QAP/Lean/Clinical Audits/accreditation activities.	



Activity / Task	Reflections (200 to 250 words)
2. Legal accountability Review the management of potential medico-legal cases.	

Activity / Task**Reflections (200 to 250 words)****3. Patient safety**

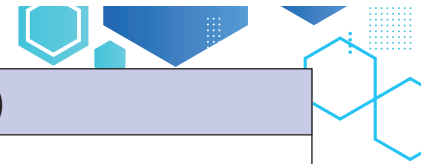
Understand the management
of incident reporting.



Activity / Task	Reflections (200 to 250 words)
4. Quality assurance Involved in RCA sessions.	

Activity / Task**Reflections (200 to 250 words)****5. Quality assurance**

Review the hospital KPI performance report & customer/patient satisfaction.

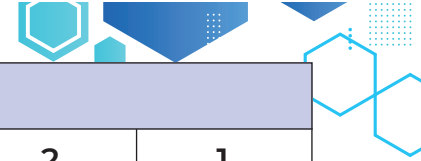


Activity / Task	Reflections (200 to 250 words)
6. Infection Prevention and Control Mentorship with the Infection Control Team (prevention and control of infection and antimicrobial resistance).	

Completion date:

Assessment

Assessment Criteria	Marks				
1. Comprehension of concepts and processes.	5	4	3	2	1
	Demonstrates comprehensive understanding of the quality systems, incident management, infection control, and medico-legal processes.	Demonstrates good understanding with minor conceptual gaps.		Basic understanding with some inaccuracies or missing elements.	
2. Application of quality and governance tools.	5	4	3	2	1
	Accurately applies quality improvement tools (QAP/Lean/Clinical Audits), incident reporting systems, and KPI evaluation frameworks.	Applies quality tools with minor inaccuracies or incomplete linkage to real-world scenarios.		Limited application of tools with superficial connection to practice.	
3. Active participation and engagement.	5	4	3	2	1
	Fully engaged in all sessions and activities, contributing meaningfully and applying knowledge practically.	Participated in most sessions with moderate contribution.		Limited participation with minimal contribution.	



Assessment Criteria	Marks				
4. Analytical and problem solving skills.	5	4	3	2	1
	Applies critical thinking in RCA, quality audits, and Medico-legal reviews; provides well-thought analysis and solutions.	Demonstrates some analytical ability with occasional superficial solutions.		Provides basic or general analysis with limited problem-solving.	
Total Mark					

Supervisor's name and signature

Signature :

Name :

Date :

ASSESSMENT SUMMARY

No.	Module	Marks	Percentage (%)
1.	Module 1: Hospital & Health Policy – Services Development and Implementation	____/10	____%
2.	Module 2A: Strategic Planning – Health Ministry Framework	____/20	____%
3.	Module 2B: Strategic Planning – Hospital Services Planning	____/20	____%
4.	Module 3: Corporate Governance (Health Resources Management & Strategy)	____/20	____%
5	Module 4: Business Continuity Management (BCM)	____/10	____%
6.	Module 5: Clinical Governance and Quality Systems	____/20	____%
Grand Total		____/100	____%



GRADING SCALE

Total Percentage (%)	Grade	Performance Level
85 – 100	Excellent	Strong performance with deep understanding and effective application
70 – 84	Good	Good performance with minor gaps in depth or application
50 – 69	Satisfactory	Basic performance, limited critical thinking or application
Below 50	Remediation	Inadequate, requires further coaching and structured support

Supervisor's name and signature

Signature :

Name :

Date :



**Medical Development Division
Ministry of Health Malaysia
2025**