



MPS–HKAM Excellence in Patient Safety Award

Innovation in risk management, professionalism and medical ethics

Nature of the Award

The MPS–HKAM **Excellence in Patient Safety Award** is jointly organized by the Medical Protection Society (MPS) and the Hong Kong Academy of Medicine (HKAM). The objective of the Award is to encourage medical professionals to promote on the subject of patient safety, risk reduction, quality and professional standards, and medical ethics.

Who is Eligible for the Award?

Medical practitioners registered in Hong Kong, who submit papers on any of the following topics, are eligible for the Award:

- Patient safety
- Risk reduction
- Quality and professional standards
- Medical ethics

The Panel of Judges

The Panel of Judges is composed of five members appointed by the HKAM Publications Committee. The Chairman of the Panel is one of the five voting judges and is appointed by the Editor of the HKAM. To ensure a fair and equitable assessment:

- a) the judge can still make assessment on a paper if it happens that the contestant is known, for whatever reason, to him / her.
- b) the judge must NOT make assessment to any paper in which he / she has direct involvement, e.g. being a co-investigator.
- c) average score will be counted, instead of total score. For instance, if all five judges have given score, the total score will be divided by 5. If, however, one of the judges somehow cannot give score, the total score will be divided by 4.
- d) in case of a tie, the Chairman of the Panel will decide on the winner of the Award.

Criteria for Submission

- (a) Papers submitted should be original manuscripts (not previously published) and should not be submitted to other publications or groups while they are being considered by the Panel of Judges.
- (b) Original researches should have been approved by an institutional ethics committee where appropriate. The Panel of Judges reserves the right to reject any application on grounds that the research was unethical.
- (c) The applicant should state the role he / she played in conceptualizing the research, and in the data acquisition and analysis processes.

Criteria for Selection

The papers submitted will be appraised in terms of quality and originality of research, organization and clarity of presentation, with the greatest impact, contribution and relevance to the topic. The maximum number of points that can be given to a paper is 100. The highest score for each of the selection criteria is:

- impact, contribution and relevance to the topic (30)
- quality of research (30)
- originality (20)
- organization and clarity of presentation (10)
- compliance to the required format (10)

Presentation of the Award

The Award (a plaque and a cheque of HK\$20,000) will be presented to the winning author. Application will open and close on dates to be announced by the Academy each year. The Winner of the Award will be notified 2 weeks prior to the presentation ceremony.

Publication of the Awarded Paper

The winning author will agree to have the awarded paper published in publication(s) or website(s) of the Academy and MPS, subject to final decision of the editors concerned.

Deadlines

Papers in PDF format (.pdf) must be submitted to <mps-hkam-award@hkam.org.hk> via email by the deadline. All papers submitted will be acknowledged upon receipt via email.

Guidelines for Submission

To maximise the opportunity of being awarded the prize, please follow the guidelines as outlined below.

Preparation of Manuscript

Format — Manuscripts should be prepared on an A4-size paper (210 mm x 297 mm) with margins of 1 inch. Use only 12-point font, and double-spacing throughout. Number pages consecutively, and put page number on the lower right-hand corner of each page.

Figures and Tables — Number of figures plus tables should not be more than six. Do not include figures or tables in the body of the manuscript. Each figure / table should be presented on a separate page with a legend / title. Figures and tables are to be cited in numeric sequence in the text (e.g. Figure 1, 2... and Table 1, 2...). Tables should be presented at the end of the manuscript, following the references and figures.

References — Number references consecutively in the order they are first mentioned in the text of the manuscript. Use the format outlined in the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” <http://www.nlm.nih.gov/bsd/uniform_requirements.html>.

Cover Letter (p.1)

All submissions should include a cover letter stating the title of your paper and that you wish it be considered for the “MPS-HKAM Award for Patient Safety”. A statement indicating *the submitting author is the primary author of the paper* should be included. The number of tables, figures and the word count of the manuscript must be clearly indicated.

Title Page (p.2)

The title page should include: (1) title of the paper, (2) name(s) of the author(s), and (3) address, phone number, fax number, and email address of the corresponding author.

The Abstract (p.3)

Tables and figures are not acceptable in the abstract. Abbreviations may be used in the abstract and / or title if they are defined at first mention. The abstract should not be more than 250 words in total (excluding the title). The abstract should present in the following format of sub-sections:

- Purpose of the study (or report)
- Design and method of study and analysis
- Summary of results
- Conclusions

The Paper should not exceed 4000 words (excluding abstract and references), consisting of the sub-sections stated above.