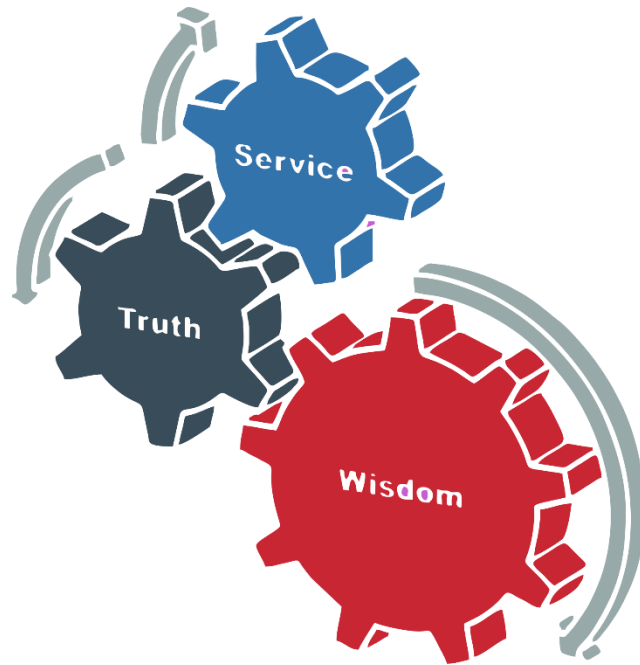


Motto



Vision

- ❖ To Impart Evidence Based Research Oriented Medical Education.
- ❖ To Provide Best Possible Patient Care.
- ❖ To Inculcate the Values of Mutual Respect & Ethical Practice of Medicine.

Contents

Resident Research Forum By-Laws	2
Article IA – Name	2
Article IB – Purpose.....	2
ARTICLE II – Executive Leadership	2
Article III – Council of RRF	2
Article IV – Interviews	5
Article V – Coordinators	6
Article VI – Associates	6
Article VII – Working Protocols	6
Annexure A: RRF Reviewer’s Guide	8

Resident Research Forum By-Laws

This document shall henceforth be considered the by-laws of the organization. Any change in the document shall require a two-thirds majority votes from the RRF Council, and executive approval by the Patron. One proposal once rejected shall not be presented again in the

Article IA – Name

This organization shall be called the “*Resident Research Forum RMU*”, is a non-profit-making body of persons, hereinafter referred to as the ‘RRF’ for the remainder of the document, it being the official acronym.

Article IB – Purpose

The purpose of the forum is to encourage, promote and facilitate scientific research among the post graduate residents of the Rawalpindi Medical University.

RRF will be governed by the governing council with the guidance of institutional research forum.

ARTICLE II – Executive Leadership

- A. The *Supreme Governor* of all is Allah, the Almighty. With his name we start and to Him we aim.
- B. The *Patron-in-Chief* of RRF will be the Vice Chancellor of Rawalpindi Medical university.
 - a. The Patron-in-Chief may at any time remove a member, affiliate, associate or council member of the RRF while giving sound reason of the removal.
 - b. The Patron-in-Chief may, on his/her discretion, call a meeting with the council for RRF for progress on tasks and matters related to the responsibilities of RRF.
- C. The *Patron* of RRF will be a Professor/Head of Department personally nominated by the Vice Chancellor.
 - a. The Patron shall hold executive power over all the decisions taken by the council of RRF, though it is encouraged that the patron shall rarely exercise this power, and in good faith in best interest of the science and society.
 - b. The Patron will play a supervisory role, and will guide the team and researchers as and when required.
 - c. The Patron shall attend the monthly meetings of RRF as and when held at the RRF Corner.

Article III – Council of RRF

- A. The council of RRF shall be constituted entirely of Post-graduate residents working in RMU-allied Hospitals.
 - a. Preference shall be given to residents with
 - i. a keen interest in scientific research
 - ii. a good academic record
 - iii. relevant experience in research methodology
 - iv. adequate publications in medical sciences
 - v. organizational skills and experience
 - vi. computer literacy

- b. The Council Members shall be selected in three levels of interviews as described in Article IV.
 - c. In the event of resignation or removal, a new selection will be made as soon as possible.
- B. The Council shall constitute the following members
 - a. President (one)
 - b. Vice President (two)
 - c. Secretary (two)
 - d. Media Co-ordinator (one)
 - e. Journal in-charge (one)
 - f. DOM in-charge (one)
 - g. Honorary Members (two)
- C. **The President...**
 - a. ... shall be selected by Level-I interviews of RRF.
 - i. Preference shall be given to candidates with
 - 1. past experience in serving/working with student societies or RRF.
 - 2. Good record of participation in RRF activities
 - 3. With at-least 1 year remaining in their residency training at RMU allied hospitals.
 - b. ... will be responsible for conducting the general operations of RRF and will lead the RRF Council, acting as the highest official representative.
 - c. ... should work in harmony with the Council in developing the general focus and direction of RSRS.
 - d. ... shall represent the RRF in meetings of Institutional Research Forum, the Office of Research Innovation and Commercialization (ORIC) and any meetings that require representation, or shall nominate a council member in his/her stead.
 - e. ... may, at his/her discretion, assign duties to the council members, associates or coordinators as and when may be required, and expect compliance to the best of their abilities.
- D. **The Vice Presidents**
 - a. ... shall be selected in Level-I interviews of RRF.
 - i. Preference shall be given to candidates with
 - 1. past experience in serving/working with student societies or RRF.
 - 2. Good record of participation in RRF activities
 - 3. With at-least 1.5 year remaining in their residency training at RMU allied hospitals.
 - b. ... shall assist the president in carrying out his/her responsibilities in good faith to the best of their abilities.
 - c. ... shall hold his powers in good faith when the president is indisposed.
 - d. ... shall coordinate with RRF Coordinators as and when required and shall represent them in the council.
 - e. ... shall watch over/audit the work of the council members and ensure compliance.
- E. **The Secretaries ...**
 - a. ... shall be selected in Level-II interviews of RRF.
 - i. Preference shall be given to candidates with

1. past experience in serving/working with student societies or RRF.
 2. Good record of participation in RRF activities
 3. Skills in Microsoft Office.
 4. With at-least 1 year remaining in their residency training at RMU allied hospitals.
- b. ... shall be responsible for arranging the meetings and workshops of RRF, with special focus on record keeping, preparing meeting minutes, and agendas.
 - c. ... shall be responsible for official correspondence with of the forum and the president.
 - d. ... shall hold and manage the mailing addresses of RRF.
 - e. ... are allowed to make a managerial team of 3 additional members selected from the coordinators and associates of RRF in case of any big event(s) which demand higher level of work.

F. The Media Coordinator...

- a. ... shall be selected in Level-II interviews of RRF.
 - i. Preference shall be given to candidates with
 1. past experience in serving/working with RRF.
 2. Good record of participation in RRF activities
 3. Good computer literacy and knowledge of social media.
 4. Good communication skills.
 5. Skills in poster designing in vector based programs or photo-editing programs, and video-editing skills.
 6. With at-least 1.5 years remaining in their residency training at RMU allied hospitals.
- b. ... shall manage the social networks (Facebook, Twitter, any others) as a representative face of RRF.
- c. ... shall arrange for the announcements, posters and advertisements of the RRF as the need arises.
- d. ... is allowed to make a managerial team of 3 additional members selected from the coordinators and associates of RRF in case of any big event(s) which demand higher level of work.

G. The Journal in-charge ...

- a. ... shall be selected in Level-II interviews of RRF.
 - i. Preference shall be given to candidates with
 1. past experience in serving/working with a journal or RRF.
 2. Good record of participation in RRF activities
 3. Multiple publications in scientific journals
 4. Adequate knowledge, certification, skills and experience in research methodology, biostatistics and scientific writing.
 5. Good computer literacy.
 6. With at-least 1.5 years remaining in their residency training at RMU allied hospitals.
- b. ... shall nominate a select group of residents to be *editors* from the council of RRF and otherwise after close coordination and approval by the President and the Patron.
- c. ... shall be responsible for the entire process of publication of the journal, from call of papers to the publication.

- d. ... shall follow the traditions and rules established by the university for the journal, with change only encouraged after approval from the president and the patron.
- e. ... is allowed to select a team of 5 members from the council members, coordinators and associates for completion of tasks regarding the journal.
- f. ... shall be terminated from duty if found to favor articles for publication that do not qualify for the standards of R-JRMC on basis of personal links.

H. DoM in-charge:

- a. ... shall be selected in Level-II interviews of RRF.
 - i. Preference shall be given to candidates with
 - 1. past experience in serving/working with RRF
 - 2. Good record of participation in RRF activities
 - 3. Adequate knowledge, certification, skills and experience in scientific writing.
 - 4. Good computer literacy.
 - 5. With at-least 1.5 years remaining in their residency training at RMU allied hospitals.
- b. ... shall nominate a select group of residents to be *authors* from the council of RRF and RRF associates after close coordination and approval by the President and the Patron.
- c. ... shall be responsible for the entire process of publication of the DoM booklet, from selection of topic to the publication.
- d. ... shall follow the traditions and rules established by the university for the booklet, with change only encouraged after approval from the president and the patron.
- e. ... is allowed to select a team of 3 members from the RRF council, coordinators and associates for completion of tasks regarding the booklet.

I. Honorary members

- a. The RRF Council may vote to include two members from the associates of RRF to sit in the council body as the need may arise.
- b. ... shall be allowed a vote and voice in the council meetings.
- c. ... may be assigned tasks by the President that are not covered by the above posts.

Article IV – Interviews

- A. Interviews shall be conducted for induction of council members of RRF on two levels.

B. Level I interviews:

- a. Will be conducted in January of each year.
- b. Interviewers will include:
 - i. The Vice Chancellor of RMU (as the Patron in Chief)
 - ii. The Patron
 - iii. Two nominated members of the IRF
 - iv. The outgoing president and vice presidents. (provided they are not candidates)
- c. Shall choose the *Presidents and Vice Presidents* of RRF.
- d. Results shall be announced no later than January 30 of each year.

C. Level II interviews

- a. Will be conducted in the month of June each year.
- b. Interviewers will include:

- i. The Patron
 - ii. The President
 - iii. The Vice Presidents
- c. Shall choose the remaining council of RRF.
- d. Results shall be announced no later than June 30 of each year.

Article V – Coordinators

- A. One coordinator will be nominated from each department by the departmental head, no later than 15th February of every year.
- B. The Coordinator shall attend meetings with RRF as per the discretion of the Vice presidents.
- C. The coordinators are responsible for communication and fulfillment of targets of RRF from their respective departments.
- D. The RRF Council may call upon the Coordinators for working in tasks at times of high workload to assist the Council members in achieving the goals of the organization.
- E. In case a coordinator performs inadequately, the Head of the respective Department shall nominate a replacement, with no favors due to the past coordinator.

Article VI – Associates

- A. All post-graduate residents working in Rawalpindi Medical University (RMU) allied hospitals (both trainees under the College of Physicians and Surgeons and under the MD/MS program of the university) will be allowed to become an associate of RRF.
- B. Forms for Associates shall be made available on the official website.
- C. Associates will qualify for special privileges and will hold responsibilities. These privileges and responsibilities will change from time to time as per decisions of the RRF council and will be available on the website.

Article VII – Working Protocols

- A. **RRF Corner**
 - a. An area (room) shall be provided by the University and named as *RRF Corner*.
 - b. The RRF Corner shall be organized and managed by the Secretaries.
- B. **RRF Council meetings**
 - a. A meeting shall be held at the RRF Corner on 1st Tuesday of every month.
 - i. Further meetings may be called at the discretion of the President.
 - b. The Meeting will be attended by all council members
 - i. Any council member missing 3 council meetings shall be struck off from the Council
 - c. The Patron may, at their discretion, preside over the meeting.
 - d. The Secretaries shall prepare agenda of the meeting after pre-coordination with RRF members and shall distribute the agenda to the members no later than 48 hours before the meeting.
 - e. The Secretaries shall record meeting minutes of every meeting and coordinate them to the council members within 3 days of the meeting.
- C. **R-JRMC**
 - a. The Resident Journal of RMC, as a supplement to Journal of RMC, shall be the official Journal of RRF.

- b. The Journal Secretary shall be responsible for the entire functioning of the Journal, and shall be assigned a nominated team to complete these tasks.
- c. A “Calls for papers” shall be sent out in September of every year and shall be widely distribute by the Media Coordinator and the Departmental Coordinators.
- d. The received articles shall be reviewed by the editors as per published protocols (see Annexure A) and sent back to the authors.
- e. After, and if, the required amendments are made, the articles will be sent to the *technical editors* (nominated by the Patron) for scientific review, and to the Research Coordinator (nominated by ORIC) for review of methodology and statistics.
- f. The articles that pass through above scrutiny shall be shared with *International review board* for a soft review.
- g. The articles that are approved shall be compiled and put in waiting list for being published in the journal.

D. DoM

- a. A

E. Resident’s Conference

- a.

Annexure A: RRF Reviewer's Guide

(By Dr. Muhammad Farrukh, 1st President of RRF)

Purpose of Review:

1. To initially scrutinize the articles and make them fit for publication before final evaluation by subject specialist.
2. To make necessary amendments in style, format, font and references according to Resident JPMC policy (same as policy of JPMC)
3. To find and rectify any spelling /syntax mistake.

Stepwise Approach to Initial Review:

1. See the example articles from JPMC (two will be provided in WhatsApp group, rest you should see from JPMC website for clarification).
2. Format title in a way that the every important word starts with capital letter.
3. Name of authors should be numbered in superscripts which are then elaborated in next line as given in example articles.
4. Original articles should be less than 5000 words and must have following headings only: Background, Methods, Results, Discussion, Conclusion/s and references (abstract should be less than 250 words with a separate heading for keywords and should not contain headings of discussion and references).
5. Case reports should have heading of Background, Case Presentation and Discussion. (Abstract should have no headings except for keywords at the end)
6. References should be cited in Vancouver Style and referred by numbers in superscripts.
7. Tables and illustrations must be numbered and should augment (not duplicate) the text.
8. Go through all the text for rectification of spelling, punctuation or syntax mistakes.
9. Text should be in black colour and headings and paragraphing according to previously published articles in JPMC.
10. Check and record plagiarism by online software accessible at: (It should be less than 20%)

Checklist for Initial Review

Title of article:

Sr.#	Aspect of article	Response of Reviewer
1	Word Count	Mention total words other than abstract
2	Title as per format	Mention yes after correction if required
3	Name of authors and affiliations as per format	Mention yes after correction if required
4	Spelling, punctuation or syntax mistakes	Mention none (if found then correct and write minor mistakes found and corrected)
5	Ethical Issues	Write none (if you find some then discuss with me)
6	Conflicts of interest	Write none (if you suspect some then get clarification from author)
7	Plagiarism percentage	Mention percentage (if more than 20%, fix it after involving author if required)
8	Paragraphing and headings	Write appropriate after modifications if required
9	Figures and illustrations	Write appropriate after modifications if required
10	Abstract	Write appropriate after modifications if required
11	References	Write appropriate after checking that each reference is as per Vancouver's style of referencing

Name and Signature of Reviewer
