



# **Master of Medical Science (Public Health)**

Student Handbook

2000/2001

SOCIAL & PREVENTIVE MEDICINE  
FACULTY OF MEDICINE  
UNIVERSITY OF MALAYA  
KUALA LUMPUR  
MALAYSIA

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# Background

The Department of Social and Preventive Medicine (SPM) is one of 20 academic departments which contributes to the undergraduate and postgraduate programmes of the Faculty of Medicine in the University of Malaya. It was formed in 1964, one year after the founding of the Faculty of Medicine in the University of Malaya.

The main thrust of the SPM educational and training effort is the Master of Public Health (MPH) programme which has been conducted since 1974. This was in response to an acute need of the Ministry of Health (*or in Bahasa Malaysia, Kementerian Kesihatan Malaysia – KKM*) for medical officers to serve in the then fast expanding rural health service. At that time, the objective of the programme is to produce competent public health physicians to serve in rural areas.

Rapid development in the country since the late eighties demanded new needs. At a meeting between the Director-General of the Health Services, Malaysia and senior staff of SPM in 1987, a new kind of public health officer was promulgated, i.e., “a multipurpose public health doctor equipped with managerial skills and able to work in the general public health as well as the hospital setting”. This culminated in the initiation of a 4-year training programme in 1996 which not only grants a MPH degree after the third year, but also a MPH (speciality) degree after the fourth year denoting training in a speciality within the domain of public health.

Simultaneously with the introduction of the 4-year MPH programme, a one-year training programme for non-medically qualified persons was instituted which offered the degree of the Master of Medical Science in Public Health [MMedSc(PH)].

More changes are envisaged as the environment and the requirements of the clientele change. Whatever the changes, the Department of Social and Preventive Medicine will, at all times, endeavour to uphold the quality of its products, outputs and services.

# Vision

To become the institution of excellence which will provide leadership in activities for the education, training, research, development, spread and provision of service in the domain of Public Health and in all the specialities associated with it.

# Mission

The Department views its mission at the undergraduate level as being charged with the responsibility, via the medical undergraduate instructional programme, for the preparation of the potential graduate to take up duties in the running of health programmes for the community in all parts of the nation and to be able to operate from the national health care service system effectively and efficiently (at the level of the medical officer).

The Department views its mission at the post-graduate level as being charged with the responsibility, via its post-graduate public health training programmes, to produce a doctor who may be considered as a professional and a specialist in the general domain of public health as well as in a particular chosen specialty within it.

The Department also considers in its mission to share the knowledge and skills gained in its various activities with others who are interested. This is envisaged to be achieved in various ways including the conduct of short courses from time to time.

# Organisation of the Department

The Department of Social and Preventive Medicine is one of the academic departments of the Faculty of Medicine, University of Malaya. Together with the University Hospital, the Faculty (as thus the Department) is part of an institution known as the University of Malaya Medical Centre or UMMC (*Pusat perubatan Universiti Malaya or PPUM*).

The Department of Social and Preventive Medicine is organised into six units:

- Office of the Head of Department (HOD)
- Management Unit (MGT)
- Medical Statistics Unit (MSTAT)
- Epidemiology Unit (EPID)
- Family Health Unit (FHLT)
- Occupational and Environmental Health Unit (OEH)

Each unit is made of up the unit head, lecturers and a programme assistant.

## Office of the Head of Department

The Head of Department is Professor Teoh Soon Teong. The secretarial staff is :

1. Puan Siti Aishah
2. Puan Rahimah
3. Puan Yap Mei Ling

## Management Unit

The Management Unit is made up of 2 lecturers and one programme assistant. The lecturers are:

1. Associate Professor Dato' Sirajoon Noor Ghani (Head)
2. Dr. Adlina Suleiman

The technical staff is Mdm. Lim Jock Hua.

### **Medical Statistics Unit**

The Medical Statistics Unit is made up of 3 lecturers and one programme assistant. The lecturers are:

1. Professor John T. Arokiasamy (Head)
2. Dr. Atiya A. Sallam
3. Dr. Awang Bulgiba bin Awang Mahmud

The technical staff is Mdm. Lee Pek Ling.

### **Epidemiology Unit**

The Epidemiology Unit is made up of 2 lecturers and one programme assistant. The lecturers are:

1. Dr. Htunn Myint Latt (Head)
2. Dr. Myint Myint Soe

The technical staff is Ms. Woon Soo Chin.

### **Family Health Unit**

The Family Health Unit is made up of 3 lecturers and one programme assistant. The lecturers are:

1. Associate Professor Hematram Yadav (Head)
2. Dr. Hamidah Abdul Karim
3. Dr. Nabilla Al-Sadat Abdul Mohsein

The technical staff position is presently vacant.

### **Occupational and Environmental Health Unit**

The Occupational and Environmental Health Unit is made up of 3 lecturers and one programme assistant. The lecturers are:

1. Dr. Abdul Rahim Rahman Hamzah (Head)
2. Dr. Ling Kin Hong
3. Dr. Htay-Moe

The technical staff is Ms. Ng Geok Bee.

# Objective

The Master of Medical Science in Public Health [MmedSc (PH)] programme seeks to produce a professional who will be:

1. Technically competent in the broad field of Public Health (and will be able to perform the functions of a generalist in public health),
2. Able to exhibit proper leadership and managerial expertise together with managerial skills required by the employing agency,
3. Able to function effectively and efficiently in Public Health as well as the hospital environment,
4. Able to perform his/her duties at local, district, state as well as national levels of the employing agency for which he/she works,
5. An advocate for Public Health at various levels and be able to work effectively with other relevant agencies for the promotion of health and better standards of living, and
6. Be able to carry out small research/studies and produce simple epidemiological reports and enable appropriate action to be taken on any minor public health problems identified.

# Rules and Regulations

The one year Master of Medical Science in Public Health (MMedSc (PH)) is designed to cater for the needs of persons without a medical qualification who wish to obtain post-graduate training and qualification in the field of public health. Rules and Regulations were also promulgated for this program:

- (a) **Master of Medical Science in Public Health - Rules 1997**
- (b) **Master of Medical Science in Public Health - Regulations 1997**
- (c) **Master of Medical Science in Public Health - Examination Regulations 1997**



# Course Curriculum

## OFFICE OF THE HEAD OF DEPARTMENT

The Office of the Head of Department (OHOD) can be considered as a teaching unit as certain instructional courses which require the participation of all academic staff in all the subject units in its teaching or in the supervision of candidates. These courses are listed here as being co-ordinated by the OHOD.

### RESEARCH METHODS (RM) ( 12.0 hrs)

- Introduction
- Research problems
- Research projects
- Project management
- Literature search
- Data analysis
- Project write-up
- Presentations

### RESEARCH REPORT MODULE #1 (IRRM) (45.0 hrs)

- Introduction
- Review of RM topics
- Literature search procedures for Assignment #1
- Consultation sessions with advisor (6 sessions)
- Scheduled work sessions for Assignment #1 (10 sessions)

The aim of this instructional module is to allow the candidate to put into practice in a guided manner what has been discussed in the Research Methods (RM) course. It takes the candidate through the first steps of researching into an assigned topic. This module centres on the stage of "literature search". The candidate is guided through the process of a literature search and is expected to produce a report on (a) the current status of the subject assigned, (b) what processes did the candidate perform in the literature search, and (c) what data bases were consulted by the candidate.

The report is graded by two academic staff members and the grade is taken into account in the final examination.

### RESEARCH REPORT MODULE #2 (2RRM) (89 hrs including 56 hrs in the field)

- Introduction
- Field work program
- Consultations with advisor (6 sessions)
- Scheduled time for write-up (6 sessions)

Field work time allocation is three weeks. However this occurs in a period of many festivals and holidays. Total number of days is estimated to be 14 working days. It is expected that the candidate will spend approximately 4 work hours each field working day on this module. Thus about 56 hours will be spent on this module in the field gathering data by the candidate.

The report will contain a description of what the candidate has found in continuing his research into the assigned topic, continuing from the information obtained during the literature search. This field component will allow the candidate to experience what is actually in existence and also the process on conducting research on a small scale. This report will be graded (as in Report #1) and contribute to the candidate's performance in the final examination

## HEALTH MANAGEMENT UNIT

### MANAGEMENT 1 - CONCEPTS (1MGT) (7.5 hrs)

- Introduction to management thought
- Roles and functions of a manager
- Health care systems 1
- Health care systems 2
- Health care systems 3

### MANAGEMENT 2 - PROCESS (2MGT) (33.0 hrs)

- Introduction to the processes of management
- Problem-solving and decision making 1
- Problem-solving and decision making 2
- Problem-solving and decision making 3
- Problem-solving and decision making 4
- Problem-solving and decision making 5
- Planning 1
- Planning 2
- Organisational theory
- Organisational behaviour
- Staffing
- Leadership
- Motivation
- Communication
- Team-building
- Team work
- Monitoring, control and evaluation 1
- Monitoring, control and evaluation 2
- Health information systems
- Quality assurance
- Marketing 1
- Marketing 2

### MANAGEMENT 3 - APPLICATIONS (3MGT) (12.0 hrs)

- The primary health care (PHC) environment (4 sessions)
- The hospital environment (4 sessions)

### HEALTH ECONOMICS (HECON) (17.5 hrs)

- The role of economics in health care
- *Seminar:* "Is health care different?"
- Determinants of supply and demand for health care
- *Seminar:* "How does supply and demand affect the health care sector?"
- Economic evaluation (CEA)
- *Exercise:* Economic evaluation
- Financing of health care
- *Exercise:* Evaluation – QALY, DALY, equity measures etc)
- Cost containment measures in the health sector (Managed Care)
- *Review of course – discussion*

PUBLIC HEALTH LAWS

(PHLAW) (12.0 hrs)

- The Malaysian Legal System 1
- The Malaysian Legal System 2
- The Malaysian Legal System 3
- Public health laws 1
- Public health laws 2
- Public health laws 3
- Evidence
- Court procedures

MEDICAL SOCIOLOGY

(MSOC) (24.5 hrs)

- Introduction
- Theories and common terminology in sociology
- Culture
- Social groups
- Family
- Social class
- Social concepts of health and illness
- Deviance and social control
- Socio-cultural practices in a multi-ethnic society
- Healers and the medical system
- *Seminar 1: Drug addiction*
- *Seminar 2: Violence on women*
- *Seminar 3: Social problems of adolescent*
- *Seminar 4: Migrants and mental health*
- Review of course

EDUCATION AND COMMUNICATIONS IN PUBLIC HEALTH 1 (Training techniques)

(IECPH) (15.0 hrs)

- Introduction
- Systems
- Needs
- Objectives
- Evaluation
- Contents
- Methods
- Media technology
- Presentation
- Review

EDUCATION AND COMMUNICATIONS IN PUBLIC HEALTH 2 (Health Promotion)

(2ECPH) (21.5 hrs)

- Planning of health promotion student projects
- Introduction
- *Visit: Health Education and Communications Centre (Ministry of Health Malaysia)*
- Human behaviour and health promotion linkage 1
- Human behaviour and health promotion linkage 2
- Health promotion settings
- Health promotion planning
- Health promotion methods and approaches 1
- Health promotion methods and approaches 2
- Health promotion evaluation
- Presentation of projects 1
- Presentation of projects 2

# EPIDEMIOLOGY UNIT

## THE PRINCIPLES AND METHODS OF EPIDEMIOLOGY (1EPI) (28.0 hrs)

- Epidemiology in Public Health practice
- Basic epidemiological concepts
- Prevention and control
- Epidemic management
- Screening
- Epidemiological research designs
- Risk and cause
- Errors in epidemiological research
- Evaluating journal articles

## EPIDEMIOLOGY OF MAJOR COMMUNICABLE DISEASES IN MALAYSIA (2EPI) (62.0 hrs)

### Epidemiology, prevention and control topics:

- Overview of communicable diseases
- Food and water borne diseases
- Seminar 1 - Cholera
- Seminar 2 - Typhoid
- Seminar 3 - Polio
- Airborne diseases
- Tuberculosis control in Malaysia
- Leprosy control in Malaysia
- Vector borne diseases control in Malaysia
- Seminar 4 - HIV
- Simulation exercise - STDs
- Prevention and control of viral hepatitis

### Microbiology topics:

- Salmonella, shigella and vibrios
- Viral gastroenteritis
- Rapid diagnosis of viral infections
- Viral hepatitis
- Dengue/DHF
- Surveillance of emerging diseases
- Nosocomial Infections
- HIV Infections
- Other STD organisms

### Parasitology topics:

- Intestinal tissue protozoa
- Helminths
- Malaria parasites/vectors
- Filariasis parasites/vectors
- Other arthropods
- Integrated vector control

## EPIDEMIOLOGY OF NON-COMMUNICABLE DISEASES (3EPI) (10.0 hrs)

- Epidemiological approach to the non-communicable diseases
- Epidemiology of cancers
- Epidemiology of coronary heart diseases
- Seminar 1 - Epidemiology of cancers
- Seminar 2 - Epidemiology of coronary heart disease and injuries

## HEALTH STATISTICS

(HSTAT) (24.0 hrs)

- Introduction to health statistics & sources of demographic data
- Measurement of health I: Morbidity
- Measurement of health II: Mortality
- Demography
- Measures of Fertility
- Demographic momentum
- International classification of diseases
- Standardisation
- Life tables

## **MEDICAL STATISTICS UNIT**

### COMPUTER APPLICATION IN PUBLIC HEALTH (CAPH):

- Introduction to CAPH (2.0 hr lecture)
- Computer Basics (2.0 hr lecture)
- Windows (2.5 hr practical)
- Microsoft Word (2.5 hr practical)
- Microsoft Excel (2.5 hr practical)
- Microsoft Powerpoint (2.5 hr practical)

### INTERNET BASICS:

- Introduction to the Internet (2.5 hr lecture)
- The World Wide Web (2.5 hr practical)
- Telnet (2.5 hr practical)
- File Transfer Protocol (2.5 hr practical)
- E-mail (2.5 hr practical)

### FOUNDATIONS IN MEDICAL STATISTICS

- 1 Introduction to Medical Statistics
- 2 Review of Mathematics
- 3 Survey Sampling
- 4 Tutorial
- 5 Epi Info 1- Introduction
- 6 Describing Data 1
- 7 Tutorial
- 8 Describing Data 2
- 9 Tutorial
- 10 Epi Info 2 - Data Handling
- 11 Probability Distributions
- 12 Estimation of Parameters
- 13 Tutorial
- 14 Hypothesis Testing
- 15 Tutorial
- 16 t-Tests
- 17 Tutorial
- 18 Chi-square tests
- 19 Tutorial
- 20 Regression and Correlation
- 21 Tutorial
- 22 Epi Info 3 - Data Analysis
- 23 Epi Info 4 - Other Aspects
- 24 Review of course
- 25 End of Course Test
- 26 Review of Test

### Introduction to Webpage design (elective)

- 1 Introduction
- 2 Using an HTML editor
- 3 Graphics, sounds and video
- 4 Publishing and maintaining the webpage
- 5 Exercise

### Systematic Review (elective)

- 1 Introduction - Finding the evidence
- 2 Combining the evidence of meta-analysis
- 3 Evaluating systematic reviews
- 4 Practical 1
- 5 Practical 2

## **FAMILY HEALTH**

### INTRODUCTION TO FAMILY HEALTH / MCH SERVICES (1½ hrs)

- Introduction to Family Health / MCH Services

### WOMENS HEALTH (7½ hrs)

- Pregnancy and Child Birth
- Family Planning / Fertility Regulation  
Integration of Family Planning / MCH Services
- STD and HIV in Pregnancy
- Common Cancers in Women and PAP Smear
- Wellness programme for women

### SCHOOL HEALTH PROGRAMME (1½ hrs)

- School Health Programme and Health  
Promoting School Concept (PPBS)

### ADOLESCENT HEALTH (4½ hrs)

- Adolescent Health problems and programmes
- Seminar preparation / Maternal Mortality
- Seminar presentation

### CHILD HEALTH (15 hrs)

- Introduction to Child Health
- Organisation of Child Health Services
- Growth and Development / Growth Charts
- Immunisation concepts, schedule and cold chain
- Breastfeeding and infant feeding
- Common diseases in Children (ARI and CDD)
- Screening of disease for the newborn
- Toddlers Health
- Seminar Preparation
- Seminar preparation

NUTRITION IN FAMILY HEALTH (6 hrs)

- Nutrition in Pregnancy
- Childhood nutrition
- Community Nutrition Programme
- Micronutrients

CARE OF THE ELDERLY (4½ hrs)

- Problems and Care of the Elderly
- Seminar Preparation / Mental Health
- Seminar presentation

EVALUATION OF MCH PROGRAMMES (6 hrs)

- Common Statistics used in MCH
- Indicators in MCH
- Evaluation
- Introduction to Quality

MCH PROGRAMMES IN MINISTRY OF HEALTH (10½ hrs)

- Safe Motherhood programme
- Breastfeeding programme
- Perinatal health
- High Risk Approach in MCH Care
- Community Nutrition Programme (NPAM, KZM, SCH)
- Seminar Preparation / Nutrition
- Seminar Presentation

# OCCUPATIONAL AND ENVIRONMENTAL HEALTH UNIT

## OCCUPATIONAL HEALTH

(OCHLTH) ( 45.5 hrs)

- Introduction to occupational health
- Toxicology 1
- Toxicology 2
- Toxicology 3
- Occupational diseases 1
- Occupational diseases 2
- Occupational diseases 3
- Principles of risk assessment and health surveillance
- Occupational hygiene 1
- Occupational hygiene 2
- Occupational health laws and workers compensation
- Principles of prevention and control 1
- Principles of prevention and control 2
- Toxicology laboratory visit
- Work-sites visits

## ENVIRONMENTAL HEALTH

(ENHLTH) (45.5 hrs)

- Introduction to environmental health
- Water supply 1
- Water supply 2
- Waster water and excreta
- Solid waste
- Environmental health engineering
- Disasters
- Sanitary land fill
- Pest and vector control
- Food quality control 1
- Food quality control 2
- Housing 1
- Housing 2
- Ecology
- International health
- Pollution 1
- Pollution 2
- Environmental Laws and enforcement
- Sites visits



# TIME ALLOCATION

The year is divided into 4 quarters each of 13 weeks. The *first quarter* and the *second quarter* are devoted to instruction i.e. theoretical inputs supplemented where necessary by field visits, on site discussions, seminars, and case studies.

Each of these two quarters are similarly divided into:

Block 1.1	5 weeks	Instruction
Break week	1 week	A week of mainly study periods or visits so that candidates have a “breather” to catch up on their readings or assignments
Block 1.2	5 weeks	Instruction
Test	1 weeks	Evaluation in subjects taught during the quarter
Vacation	1 week	

The *third quarter* is spent in carrying out the candidates’ research report. Writing and whatever collection of data in the field is required by their small research project. Apart from this, the candidates are required to take on a small number of elective studies mainly by contract learning.

Each candidate will have an academic adviser appointed to assist him/her in his/her work in this quarter.

The *fourth quarter* is devoted to the consolidation of what is learnt in the other previous quarters. Each of the first five weeks is allocated to a major subject i.e. Epidemiology, Biostatistics, Management, Family Health and Occupational and Environmental Health. The whole week is spent by each subject in synthesising all the instruction given into a form applicable in everyday practice of public health.

This is followed by the period of the candidate’s personal revision of two weeks before the final examination.

# Course Evaluation

In this stage of the program, *formative evaluation* of the candidate takes the form of the following procedures:

- end-of-course tests
- performance at seminars
- written assignments

These formative evaluation instruments are applied during the conduct of a course or at the end of it.

The *summative evaluation* of the candidate takes place during the Final Examination which is conducted towards the end of the stage. This consists of four written papers and a viva voce. Also taken into account at this examination are the results of the formative elements (above) and the candidates performance in writing two short research reports of work done during the third quarter of this stage (see time allocation).

# Departmental Academic Staff

NAME	DEPARTMENT	PHONE	E-MAIL
Professor Teoh Soon Teong JSM, KMN, MBBS (Sing), MPH (Tulane), Dip Nutr (Lond)	Head of Department	7594756 7595779	Jteoh@medicine. med.um.edu.my
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# Departmental Facilities

## Computer Room

The equipment available for use by Master students in this room is as follows:

1. Personal computers
2. Printers

Please refer to Annex I for the rules and regulations of this facility.

## Audio-Visual Aid Equipment

The following equipment is available for small group teaching/presentation:

1. TV (29")
2. Video Cassette recorder/player
3. Overhead projector
4. Slide projector
5. LCD projector
6. Scanner

These equipment may only be borrowed by the academic staff and there are specific standard operating procedures (SOP) regarding the use of these equipment.

## Stationary

All stationary and items such as transparencies, printer paper, computer diskettes are to be provided by the students at their own expense.

Similarly, students who need to use photocopiers will do so, at their own expense, using machines available in the library and public facilities.

## Telephone and Fax

Students may use public telephones available in many locations around the faculty and UMMC.

## Transportation

A van may be provided by the Department, where feasible, for the purpose of scheduled field visits which are part of the academic programme.

# List of Recommended Reading/Literature

## EPIDEMIOLOGY UNIT

1. Mausner and Bahn : Epidemiology: An Introductory Text, 2 Edition, W.B. Saunders Company, 1985
2. Lilienfield, A. M. : Foundations of Epidemiology, 3<sup>rd</sup> Edition, Oxford University Press, New York, 1994
3. Beaglehole, R., Bonita, R., Kjellstrom, T. : Basic Epidemiology, World Health Organisation, Geneva, 1993.
4. Friedman, G.D. : Primer of Epidemiology, McGraw-Hill Book Company, 1994
5. Farmer, R., Miller, D., and Lawrenson, R., : Lecture Notes on Epidemiology and Public Health Medicine, Blackwell Science Ltd., Australia, 1996
6. Hennekens, C. H., Buring, J.E : Epidemiology in Medicine, Little Brown & Co., Boston/Toronto, 1987
7. Gordis Leon : Epidemiology, W.B. Saunders Co., Philadelphia. 1996
8. Greenberg, R.S. et. al. : Medical Epidemiology. Prentice-Hall International Inc. New Jersey, 1993
9. Rothman, K. : Modern Epidemiology, Little Brown and Co., Boston. 1986
10. Benenson, A.S. : Control of Communicable Disease Manual, 16<sup>th</sup> Edition, American Public Health Association, 1995
11. Barker, D.J.P. & Rose, G. : Epidemiology in Medical Practice. 4<sup>th</sup> Edition, Churchill Livingstone, 1990
12. MacMahon, B / Trichopoulos : Epidemiology: Principles and Methods, 2<sup>nd</sup> Edition, Little Brown & Co., Boston, 1996
13. Morris, J.N. : Uses of Epidemiology, 3<sup>rd</sup> Edition, Churchill Livingstone. 1983
14. Mandell/Doughlas/Bennet : Principles and Practice of Infectious Diseases, 4<sup>th</sup> Edition, Churchill Livingstone. 1995
15. Lwanga, S.K., Cho-Yook Tye : Teaching Health Statistics: Twenty lesson and Seminar outlines, World Health Organisation, Geneva, 1986
16. Spiegelman, M. : Introduction to Demography, Harvard University Press, Cambridge, Mass., 1968

17. Abramson, J. H. : Survey Methods in Community Medicine. 4<sup>th</sup> Edition, Churchill Livingstone, Edinburgh, 1990
18. Varkevisser, C.M., Pathmanathan, I., Brownlee, A.: Designing and conducting health systems research projects, Health Systems Research Training Series, Volume 2, IDRC, Ottawa, Ontario, 1991
19. Kahl, A.H., Sempos, C.T. : Statistical Methods in Epidemiology. Oxford University Press, 1989
20. Kleinbaum, Kupper and Morgenstern : Epidemiologic Research: Principles and Quantitative Methods, Van Nostrand Reinhold, New York, 1982

## **OCCUPATIONAL HEALTH**

1. Waldron. H. A., Lecture Notes on Occupational Medicine.
2. Harrington, J. M. & Gill. F.S.. Occupational Health (pocket consultant).

## **FAMILY HEALTH**

1. Wallace, H.M. & Giri, K (Eds) : Health care for women and children in developing countries, Third Party Publishing Co., Oakland, California, 1990
2. Wallace, H.M. & Ebrahim. G. L. (Eds) : Maternal and child health around the world, MacMillan Press, London, 1991
3. Hart, R. H., Belsey, M. A., Tarimo, E. : Integrating maternal and child health services with primary health care. WHO. Geneva, 1990
4. UNICEF (1964-1991): The state of the world's children, Oxford University Press, Oxford
5. Cash, R. Keusch, G.T. & Lamstein, J. (Eds) : Child health survival. the UNICEF GOBI-FFF Program, Croom Helm, London. 1987

## **MANAGEMENT**

### **General**

1. Wallace,R.B. and Doebbeling,B.N. (Ed) : Maxcy-Rosenau-Last Public Health and Preventive Medicine, 14<sup>th</sup> Edition, Appelton & Lange, Stamford CT, 1998.
2. Scutchfield,F.D. and Keck.C.W. : Princioces of Public Health Practice, Delmar, Albany, 1997.
3. Liebler,J.G., Levine,R.E. and Rothman.J. : Management Principles for Health Professionals, Aspen, Gaithesburg, 1992.
4. McMahon,R., Barton,E. and Piot,M. : On Being In-Charge – A Guide for Middle-Level Management in Primary Health Care. World Health Organisation (WHO), Geneva, 1980.

5. Phoon,W.O. and Chen,P.C.Y. (Eds) : Textbook of Community Medicine in S.E.Asia, John Wiley & Sons, Singapore, 1986.
6. Stoner,J.A.F., Freeman,R.E. and Gilbert,D.R.Jr. : Management, (6<sup>th</sup> Edition, Prentice-Hall International Inc., New Jersey, 1995.

#### **Financial Management / Health Economics**

7. McLean,R.A. : Financial Management in Health Care Organisations, Delmar, Albany, 1997
8. Lee,K. and Mills,A. : Policy-Making and Planning in the Health Sector, Croom Helm, Beckenham, 1982
9. Lee,K. and Mills,A. : The Economics of Health in Developing Countries, Oxford University Press, Oxford, 1993
10. McGuire,A., Henderson,J.B. and Mooney,G. : The Economics of Health – An Introductory Text, Routledge & Keegan Paul, London, 1987
11. Drummond,M.F. : Principles of Economic Appraisal in Health Care, Oxford University Press, Oxford, 1980
12. Mills,A. and Thomas,M. : Economic Evaluation of Health Programs in Developing Countries, EPC Publication No.3, London School of Hygiene and Tropical Medicine, London, 1984
13. Drummond, M.F., Stoddart,G.L. and Torrance,G.W. : Methods of Evaluating Health Care Programs, Oxford University Press, Oxford, 1987

#### **Human Resource Management**

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18. Meredith,J.R. and Mantel,S.J.Jr. : Project Management – A Managerial Approach, 3<sup>rd</sup> Edition, John Wiley & Son, New York, 1995.
19. Tompkins,J.A. et al : Facilities Planning, 2<sup>nd</sup> Edition, John Wiley & Son Inc., New York, 1996.

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16. Howard, K. and Sharp, J.A. : The Management of a Student Research Project, 2<sup>nd</sup> Edition, Gower, Aldershot, 1996

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4. Kleinbaum, D.G., Kupper, L.L. and Muller, K.E. : Applied Regression Analysis and Other Multivariate Methods, 2<sup>nd</sup> Edition, PWS-KENT Publ., Boston, 1988
5. Hosmer, D.W. and Lemeshow, S. : Applied Logistic Regression, John Wiley & Son, New York, 1989
6. A .A. Afifi and V Clark. : Computer-aided Multivariate Analysis. Chapman and Hall, 1989.

### Note:

[ Also available to students are some 87 periodicals, journals, yearbooks etc on subscription in the Medical Library of the Faculty of Medicine, University of Malaya. All students are members of the Medical Library ]



## RULES AND REGULATIONS OF THE SPM COMPUTER LAB 1999

### Opening Hours

1. The SPM Computer lab will be opened and may be used during the following hours :

Monday- Thursday	8.30 a.m. - 12.30 p.m. 2.00 p.m. - 4.30 p.m.
Friday	8.30 a.m. - 12.00 noon 2.30 p.m. - 4.00 p.m.
Saturday	8.30 a.m. - 12.30 p.m.

The SPM Computer Lab is closed on Sundays and ALL public holidays. It will also be closed for specific purposes e.g. for maintenance work and running of short courses. Advance notice will be given for these events. Users are advised to read the notice board outside the Computer Lab regarding such events.

### Users

2. Only SPM Department staff and Master of Public Health (MPH) students are allowed to use the Computer Lab. Other students are **ONLY** allowed into the Computer Lab **IF** they have classes conducted by SPM Department staff.
3. Users are prohibited from bringing their friends and relatives to work in the Computer Lab as they are only meant for SPM Department staff and MPH students.

### Cleanliness and tidiness

4. No foodstuff (food or drinks) is to be brought into the computer lab at any time.
5. The SPM Department will not be responsible for any loss of personal belongings left in the Computer Lab.

6. The user's stationery such as paper, pens and pencils etc. are to be removed from the workstation before leaving the room. The SPM Department will not be responsible for any stationery found in the Computer Lab.
7. Floppy disks and other removable storage media (e.g. CD-ROMs, DVD-ROMs etc) must not be left behind in the drive after shutting down. Such media will be confiscated.

### **Usage of the Lab**

8. The Department of Social and Preventive Medicine will not be responsible for any accidents caused by negligence on the part of the user.
9. Usage of the computer during thunderstorms is strictly prohibited. All computers must be shutdown and disconnected from the mains power supply during thunderstorms.
10. The SPM Computer Lab is for serious work only. No computer games are allowed at any time. No user is allowed to use the computer facilities for chatting on the Internet. Any user found to be using the SPM Computer Lab for games or Internet chat **will be barred** from further usage of the Lab.
11. The SPM Computer Lab is strictly for work on the computer. It is not a place for discussion and personal conversation. **Please observe silence in the Computer Lab.**
12. All users must follow the proper procedure advocated in Windows 95/98 when shutting down the computer. Do not use the CPU and the monitor switches to switch **off** the system. Use the Auto-Voltage regulator (AVR) to power **on / off** the system. Switch off the main power before you pull out the plug. (**Do check** with the user next to your workstation before you switch off the main power).
13. Users are prohibited from changing existing computer system settings e.g. BIOS, the mouse settings, screen savers, background etc. Users who persist in doing this **will be barred** from using the computer facilities in the lab.
14. Users are prohibited from surfing pornographic and other undesirable websites on the Internet. Any user found to be doing so or downloading pornographic material **will be barred** from the Computer Lab.
15. Users must inform the SPM Department staff of any computer breakdown.

## Software

16. Users are advised to use the standard software provided by the department. Installation of software other than those already installed on the computers is strictly prohibited. Storage of data in the computer hard disks is also strictly prohibited. Any program or data stored by users in the hard disk **will be deleted without warning.**
  
17. Because of security problems, downloading software from the Internet is strongly discouraged. Any such software found in the hard disk **will be deleted without warning.**

## Consumables

18. Ink cartridges for inkjet printers and papers for printing will not be provided. Users wishing to use the inkjet printers or wishing to print any material are advised to provide their own paper and inkjet cartridges.

**THANK YOU FOR YOUR COOPERATION.**