



12^h International Medical Workforce Collaborative Conference New York, NY – May 2-5, 2010

GUIDELINES – AUTHORS AND LEAD AUTHOR(S)/DISCUSSANT: COMBINED INTERNATIONAL PAPER

1 - Preamble

In addition to the traditional approach¹, the 2010 IMWC will be piloting a new means to elicit discussion of the issues and potential policy actions by way of a single international paper to address a narrower subset of issues on the theme at hand. The two **themes** for the 2010 conference which will include the development of single international papers are:

1. Health care system efficiency and the physician workforce:
Optimizing the medical workforce through improved system efficiency and physician training (lead country: Canada) (*guide to authors for preparing this paper is available at http://rcpsc.medical.org/publicpolicy/imwc/Optimizing_MedWF_SysEff_Phytraining_Canada01.pdf*)
2. Working together - Team-based Models of Primary Medical Care:
What's working in Complex Care Management? (lead country: Australia)
(*guide to authors for preparing this paper is available at http://rcpsc.medical.org/publicpolicy/imwc/Working_together_TeamBased_Australia01.pdf*)

2 - General structure of the single international paper

The combined international paper should usually include: an abstract of less than 500 words; a general introduction; country specific sections, and; an overarching analysis and examination of policy levers/solutions that may serve to advance the objective of optimizing the medical workforce and health outcomes of specific or broad populations. The final paper, excluding the abstract, should be of a minimum length of 4000 words to a maximum length of 9000 words, including the lead author(s)' analysis and recommendations/observations

3 - Approach to developing the single international paper

- Each country (Canada, Australia, United Kingdom, United States) identifies a single contact point– this could be either an individual who serves as that country's author or someone in a coordinating role with other potential contributors from the country.
- Each country's point of contact is responsible for providing the lead author a bulleted list of suggested items for possible inclusion into the combined paper. (*Target completion: January 8, 2010*)
- From the above submissions, the lead author drafts a cohesive outline of the paper, for consideration by the contributing authors from all four countries, via the country contact person. (*Target approval of outline: January 22, 2010*)
- Once the outline is finalized, the country's point of contact either oversees the preparation of the country's section of the paper. (*Target completion: February 12, 2010*)

¹ Each of the four IMWC partner jurisdictions (US, UK, Canada and Australia/Australasia) have traditionally prepared separate papers addressing a common theme and the lead country is responsible for identifying and supporting a discussant who, among other things, present a brief verbal summary and analysis of the papers, teasing out common themes and differences from the four countries

- The lead author integrates the country specific sections into the combined paper and prepares the overarching analysis and discussion of policy levers/solutions that may optimize the medical workforce and health outcomes. (*Target completion: March 5, 2010*)

Contributors from each of the four participating nations are asked to prepare their sections of the paper using a standardised format wherever possible, developed in collaboration between the co-authors and lead author(s). This allows better comparison of information from each country, and allows the sections on the theme to be integrated into a cohesive manuscript for presentation and discussion at the conference. A standard guide to authors has been prepared on the paper's theme (link provided in section 1 above). The guide covers the content of the paper and includes core issues and data that each country-specific section of the paper should ideally cover. Authors must be willing to make a good faith effort to produce data, analysis and comment that meet these specifications.

4 - Roles of lead author(s) and country author(s)

Lead author(s) are selected for their knowledge of the topic under discussion from the lead country responsible for developing the paper's theme, and fill a number of roles, including:

- Involvement in the final design/refinement of the research questions to be addressed by the country-specific authors.
- Ongoing communications with country-specific points of contact to ensure cohesion of approach and receipt of materials according to agreed to timelines for finalization of the paper by the deadline.
- Carrying through the editorial process of synthesising the key content of papers into a coherent final manuscript (contingent on submission of good quality content by individual authors).
- Preparation of an overarching analysis of the country-specific sections of the paper, teasing out common themes and differences from the four countries, including policy levers/solutions that may serve to address the issues and objectives addressed in the country-specific sections of the paper, and propose key recommendations/observations derived from the analysis.
- Following the conference, work with the authors to edit the paper to reflect any key learnings or conclusions derived during IMWC conference discussions into a manuscript suitable for journal publication.
- All authors on a topic should be listed as co-authors on the final manuscript.
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If there is more than one lead author, the co-lead authors will determine among themselves who will fill the following discussant roles, including:

- Conducting the full plenary discussion, drawing out emerging themes and controversies
- Presentation of a brief verbal summary and overarching analysis of the country-specific sections of the paper, including common themes and differences from the four countries, and key recommendations/observations
- Following the conference, work with the authors to edit the paper to reflect any key learnings or conclusions derived during IMWC conference discussions into a manuscript suitable for journal publication.

Authors are selected for their knowledge of the topic under discussion. They have several key roles, including:

- Preparation of their section of the manuscript following a standard format
- Contribute to the plenary discussion
- Following the conference, collaborate with the lead author(s) to finalize the paper for publication on the Conference website and/or elsewhere as appropriate.



Authors do not deliver a verbal presentation of their section of the paper at the conference, although each country's main author participate in a panel and have an opportunity to provide a brief oral update/overview (5 mins max) before the general discussion at the plenary. All papers are distributed to attendees in advance with the expectation that attendees read the papers before arriving at the conference. This provides maximum time for discussion of the issues by conference participants. Authors may also be requested to facilitate discussion groups that meet after the plenary session. (See section 6 below)

5 - Submission deadlines

Papers should be submitted electronically to the conference secretariat **by 5 March 2010** to allow time for reproduction and distribution to discussants and conference attendees. Papers should be prepared in Microsoft Word, and a PDF version should also be supplied if possible.

Papers will be posted on the International Medical Workforce Collaborative website in March 2010.

6. Presentation and discussion of paper during the IMWC Conference

Plenary sessions will be held for each of theme and are structured such that a discussant will introduce the topic, focusing on common themes and differences between the participating countries, as set out in the pre-circulated paper. The introduction will be followed by an opportunity for authors to clarify any issues of fact. Each plenary session will last around 3.5 hours, generally planned as follows:

- In plenary, one hour to situate the issue and key findings/observations:
 - summary/clarification of key points by the authors (5 min each)
 - followed by discussant's analysis/commentary (20 min)
 - and remainder for general questions and answers with all conference participants;
- One hour for breakout discussions, addressing topics/questions developed by the lead author/discussant;
- 30 minute health break (including time to move from break out rooms to plenary)
- In plenary, 30 minutes: Summary of key observations from each of the breakout discussions (6 groups x 5 minutes each). Lead author/discussant facilitates and acts as time keeper to ensure that reports back are within allocated time.
- In plenary, 30 minutes: General discussion led by discussant/lead author focusing on what has been learned and what are appropriate next steps (e.g., does the topic need more specific research? Do the findings lead to recommendations for action in each country? Are there any possible joint actions among IMWC member countries that emerge from the paper, its analysis or subsequent discussions?)

