

SOP

Standard Operating Procedure

Journal Club of
Bangladesh Medical
University (BMU)



PREFACE

The pursuit of academic excellence and evidence-based practice is central to the mission of Bangladesh Medical University. In alignment with this vision, the Journal Club serves as a dynamic platform for postgraduate students, faculty members, and researchers to engage critically with current medical literature, foster scholarly discussion, and enhance clinical decision-making through the integration of research into practice.

This Standard Operating procedure (SOP) aims to help you to lead a journal club. It will introduce the principles of evidence-based practice and provide a foundation of understanding and skills in appraising the evidence for quality, reliability, accuracy and relevance. This appraisal of evidence will include identifying study objectives, recognising study design, understanding study characteristics, recognising the potential for bias in a study, considering the validity of study results, understanding study results and examining possible conclusions.

By establishing a standardized approach, we aim to promote consistency, academic rigor, and active participation across all departments. It will cultivate a culture of continuous learning, encourages interdisciplinary collaboration, and nurtures the next generation of clinician-scientists.

We extend our sincere thanks to the faculties, Deans and members attending 73rd Academic Council meeting, whose input and dedication have made this initiative possible.



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A journal club is a structured educational discussion in which teachers and students critically evaluate and converse about scientific papers. It helps participants stay updated on new knowledge, enhances their ability to appraise research, and encourages the application of findings in evidence-based practice within their specialty.

1. OBJECTIVE

To deepen understanding of knowledge and fundamental principles through critical engagement with research, bridging theory and evidence-based practice.

2. SCOPE

A journal club applies to all individual students, teachers, researchers, and professionals, seeking to stay informed about recent developments in their field of study or profession. It provides a platform for critical discussion, knowledge sharing, and the practical application of research findings, making it a valuable resource for continuous learning and professional growth across disciplines.

3. SESSION

The journal club shall be held every week/fixed day, and every department shall fix the date, time, and venue and shall maintain a unique schedule for all weeks across the year.

4. FOCAL PERSON

The Chairman/Supervisor of the department shall appoint a focal person (not below the rank of Assistant Professor, preferably a junior faculty member) to be responsible for organizing the journal club. The focal person's responsibilities include:

4.1

Reminding the individual/ respective unit for selecting topics in consultation with other faculty members.

4.2

Assigning responsibilities to students and faculty members.

4.3

Scheduling meetings and preparing a monthly schedule for the journal club within the second week of the preceding month.

4.4

Arranging/distributing soft copies of articles to participants.

4.5

Assigning a person to moderate discussion sessions.

4.6

The focal person shall circulate the monthly schedule.

4.7

Additionally, if participants fail to collect the assigned article, the focal person shall provide support to ensure access to the material.

5. PRESENTER

The presenter, whether a student, faculty member, or relevant guest, shall be responsible for preparing and presenting the selected article.

6. PARTICIPANTS

Participants are expected to contribute to discussions after the focal person announces the article in advance.

7. ACADEMIC SECTION OF THE REGISTRAR'S OFFICE

The academic section may compile a combined list of journal clubs and circulate it on the university website during the last week of the month.

8. OPERATIONAL PROCEDURES OF A JOURNAL CLUB

8.1

PRE-MEETING

8.1.1

Schedule meetings: A journal club shall be held weekly/ fixed day (as per convenience of the department) applicable to all departments across the university, with a typical duration ranging from 45-60 minutes. While in-person meetings are preferred to foster active participation, a hybrid mode may be arranged to include remote participants and ensure broader reach.

8.1.2

Select articles: Articles should be original articles, relevant, recent, peer-reviewed, indexed, and impactful, and selected from high-quality, and reputable journals in the relevant field. Faculty members and senior researchers may recommend articles to ensure alignment with academic and professional goals. Guidelines, review articles should not be selected for the journal club. However, systematic review and meta-analysis can be selected for the presentation.

8.1.3

Assign roles: At least one resident, student, or faculty member shall be assigned to present the selected article, with prior notification to allow adequate preparation. The focal person or another faculty member will facilitate the session, moderating discussions and ensuring the timely completion of agenda items. Additionally, a resident or student will be designated to document key points, highlights, and action items in a concise and well-organized manner, and mention at the end of the session. Structure of the presentation

8.1.4

Introduction (5 minutes): The facilitator/ presenter provide a brief introduction to the article, outlining the research context, study objectives, and the significance of the topic within the relevant field.

8.1.5

Presentation (15–20 minutes): The presenter summarizes the key aspects of the article, providing a comprehensive overview of its purpose, methodology, and findings. This includes explaining the motivation behind the study, the problem it aims to address, and outlining the research questions, goals, and any hypotheses tested. An overview of the study design, sample population, and methodology used for data collection and analysis is provided. The main findings, including relevant tables, figures, and statistical outcomes, are highlighted. Finally, the presenter discusses the authors' conclusions, their potential impact on the field, practical applications, and directions for future research.

8.1.6

Critical appraisal (15 minutes): The facilitator/ presenter lead a structured discussion focusing on the strengths and weaknesses of the study, critically analyzing its design and methodology.

Participants evaluate the interpretation of data and the use of statistical analyses to assess their accuracy and validity. The discussion also explores the study's relevance to current practices and its potential for real-world application, encouraging participants to connect the findings to practical scenarios and broader implications in the field.

8.1.7

Open discussion (15 minutes):

Engage all participants in broader discussions, addressing:

How does this article contribute to the field?

What are the potential next steps for research based on this study?

Are there any ethical considerations or challenges raised by the article?

8.1.8

Wrap-up (5 minutes):

The facilitator summarizes the key takeaways, highlighting:

Lessons learned from the article.

Important insights from the discussion.

Any action items for follow-up or future meetings.

8.2

POST-MEETING

Following the meeting, the note-taker or facilitator will share the key findings of the paper at the end of the session. Additional resources, such as related articles, videos, or books, may also be circulated to encourage further reading and exploration of the topic.

9. KEY CONSIDERATIONS

Foster an atmosphere that encourages participation from all attendees, regardless of academic rank or experience.

Promote engagement by encouraging participants to share unique insights or alternative viewpoints during discussions.

Focus discussions on evidence-based critiques of the article, avoiding personal opinions or unsubstantiated claims.

Ensure that each section of the meeting adheres to the allocated time to allow for comprehensive discussion without exceeding the meeting duration.

10. REVIEW AND UPDATES

The SOP should be reviewed periodically to ensure relevance and effectiveness.



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