

## Report from the 1st "Quality management in Medicine"- QUMAMED-Consortium's Meeting

Place:

Dublin Institute for Technology

Date:

November 20-22, 2005

Attending:

Prof Trbojevic, Bokonjic,( Medical faculty Foca, University of East Sarajevo),Prof Simunovic (Mostar), Dr Rakanovic/Todic (Sarajevo),Prof Verhaaren (Ghent), Mr Geert De Lepeleer (KAHO Sint Lieven), Matt Huskey,Ursula Mac Evilly, Brid Ann Ryan, Thomas Duff ( DIT)

Welcome address:

Mr Mattew Huskey, Dr Stevan Trbojevic,

They welcomed the Consortium members to the initial meeting of QUMAMED project. The new granted project will help us in introducing basic procedures of quality management on Medical Faculties in BH. This structural and measurement project proposal aims to focus exactly on quality assessment procedures and methods and education of staff for performing self- assessment according to EFQM excellence model and also on changing key performance indices examination system and clinical training.

Project Management Structures

Contractor: Mr Luc Haerens. Mr Geert De Lepeleer (KAHO Sint- Lieven Hogeschool)

Coordinator: Dr. Dejan Bokonjic (East Sarajevo Medical School Foca)

The 1st instalment of grant has already been transferred from the EU to KAHO Sint Lieven

We started our meeting with presentations first of the Dublin Institute of Technology and with overview about quality assessment procedures imposed on DIT and continued with presentations by each member of Consortium with putting accent on previous experience in quality management at BH Medical Faculties.

Internal and external assessment- summary of B&H Schools of Medicine Objectives and expected outcomes

Professor Simunovic gave a short overview about results achieved during the first self-assessment and external assessment of our Medical Schools organized on the systematic way.

View of external assessor- Global situation on B&H Medical Schools regarding quality assessment procedures.

Prof H. Verhaaren

Proposal for creating and education of core groups and forming quality assurance units on Medical faculties in B&H.

Prof H. Verhaaren, Geert De Lepeleer,

Prof Verhaaren gave a short presentation and expressed his opinion and remarks regarding current situation at BH Medical faculties and marked „examination system“ and „clinical training“ as the most critical and urgent points for reforming. Regarding this observation and conclusion members of the EU expert group in our project made proposal for putting accent on these aspects during project apart from performing activities planned in project proposal. Members of Consortium accepted proposal that working groups should focus on these two key performance indices, examination system and clinical training and practise. Prof Verhaaren is in charge of sending exact description and timetable of activities necessary for introducing , performing and measuring these additional activities and outputs.

Main outputs and activities-QUMAMED project. Proposal for changes

Dr. Bokonjic described and proposed main outputs and activities and suggested changes in the project during his presentation.

This presentation led to the big discussion and as final result we proposed list of activities and outputs- (list of objectives, outputs and new activities can be found in further text)

Publishing and writing activities (manual, questionnaires). Proposals. Prof V. Simunovic proposed plan for creating and writing of quality assessment manual, preparing and organizing quality assessment corner in Croatian Medical Journal, publishing new report after self assessment and external assessment of our Faculties in the end of the project and comparing it with same one did two years before in Dictum project.

(All presentations will be put on the web site of the project by the end of this month)

### Specific project objectives

- 1) introduction of formal QM structures at Medical Schools (QM office, QM legislation, procedures, databases, etc.)
- 2) education of QM staff at BH Universities about quality management
- 3) writing and publishing of manual for quality management
- 4) internal and external assessment of BH Schools
- 5) dissemination of QM ideas in BH

### Project activities

Outcome 1. introduction of formal QM structures at Medical Schools (QM office, QM legislation, procedures, databases, etc.)

Activity 1: legal papers and office establishment

Outcome 2. education of QM staff at BH Universities about quality management

Activity 1: small number highly motivated people fully trained in QM instead of basic training of large number of people

Activity 2: 3-sessions training and formal assessment

Activity 3: international certification

Outcome/Output 3. Writing and publishing of manual for quality management

Activity 1: design of manual structure (content)

Activity 2: establishment of working group for each chapter, leader responsible for deadlines

Activity 3: editorial process and publishing

Note: Questionnaire would be a part of manual

Output 4. Internal and external assessment of BH Schools

Activity 1: controlled self-assessment procedure in all Schools

Activity 2: terms of reference for external assessment

Activity 3: establishment of international teams of assessors

Activity 4 External Assessment

Activity 5: comparative analysis and publishing under title "two years later"

Outcome 5. Dissemination of QM ideas in BH

Activity 1: local dissemination seminars at each School

Activity 2: regional conference on QM principles

Activity 3: printing & publishing activities

Activity 4: web site of projects from the very beginning of the project

Proposal for new activities:

- Formal structure, regulations and bylaws and office for QM

It is very important to establish offices and form core groups on each Medical Faculty, which will be in charge of introducing quality assessment procedures on BH Medical Faculties.

- Organization of additional Consortium meeting

Originally we planned to have only two meetings in the beginning and in the end of the project. Due to the fact that project will last only one year it is important to organize one more meeting after six months to check achieved results. Also this consortium meeting will be organized in Mostar in the same time when we have meetings of Dictum and Intel M projects and connecting these three projects will be important for overall success of the project

- Appointing of external expert in the project

Prof Sonntag is contractor and grant holder in two JEP Tempus projects INTEL M and Dictum in behalf of all Medical Faculties in BH. He has been involved very actively in numerous activities regarding introducing quality management procedures on Medical Faculty in Heidelberg and also initiated preparation of self and external assessment reports of all Medical Faculties in BH. Due to the fact that we would like to involve other two Medical Faculties Tuzla and Banja Luka in project activities it will be very important to have our SCM project closely connected with other two running JEP Tempus projects. Prof. Sonntag is appointed Governot of European Foundation for Quality Management (EFQN). This appointment will have no further financial consequences for this SCM project, since Prof. Sonntags costs will be paid out of the 2 running JEP projects

- Involving of Medical Faculty Tuzla and Banja Luka in project activities

Establishing basic core groups on all Medical Faculties and including representatives of Medical Faculty of Tuzla and Banja Luka in project activities in appropriate amount concerning limited financial means.

Since both Tuzla and Banja Luka are no official partners, participation costs have to be paid out of other JEP projects.

- Introducing quality management in examination system and clinical training system

#### PRACTICAL ORGANISATION OF “MAASTRICHT PROGRESSION TEST”

The authorization has been obtained and one of the latest tests has been handed over by the University of Maastricht. The test is given to students of all years (so same test for all years). The score should be higher with each year of study. The rate of increase in the dutch universities is known for comparison. Knowledge of basic sciences is rated separately from clinical sciences.

The test will be translated by prof. Mirko Petrovic, Geriatric medicine Dept, Univ Hosp Ghent, university Ghent. He agreed already to this job. The test will be re-translated into dutch (to correct for misunderstanding) by Dr. Alexandra Zecic, Neonatologist University Hosp Ghent or another competent person (Job not yet accepted).

Ideally the full student population of all medical schools in BiH should be given the possibility to participate. The test should be anonymous to the authorities, but the student would receive a personal secret code, so he can retrieve his personal results. The student will also give some information about himself (age, years of being a student, the year to which he belongs, the grades or % during their previous study and last year of secondary school, and etc.) These variables are important for the statistical analysis and correlation studies. For the specific test we will use, comparison with Dutch and Ghent data are available.

Timetable of this activity:	CREW A : Mirko Petrovic (UG) Jos Vdveken ? or other MD Ranka Ivanisevic ? Jeroen of Bas (admin)	CREW B : Rik Verhaaren (UG) Alexandra Zecic ?? Ana Ivanis ? Lieve Willemsen (admin)
Sunday April 2, 2006	BXL-Split --- Mostar	BXL-Zagreb--- Banja Luka
Monday April 3, 2006	Progression test Mostar Teaching	Progression test Banja L Teaching
Tuesday April 4, 2006	AM : teaching PM : travel to Foca	AM: teaching PM: travel to Tuzla
Wednesday April 5, 2006	Progression test Foca Teaching	Progression test Tuzla Teaching
Thursday April 6, 2006	AM: teaching PM: travel to Sarajevo	AM: teaching PM: travel to Sarajevo
Friday April 7, 2006	Both crews: Progression test Sarajevo And teaching (groups can alternate these functions)	
Saturday April 8, 2006	AM: teaching PM: visit to Sarejevo, discussion of results	
Sunday April 9, 2006	Return to Brussels (Ghent)	

- Preparation of self-assessment report and external visitation.

This should be final task of each core group and would be important for comparing with reports got „two years before“.

- New publishing activities

o For the Qumamed project should be established a Working Group / Head Prof. Simunovic.

o Writing of Manual for quality assessment

o Research should be part of every publication.

o Publishing different papers and final report after self and external assessment.

## WORK PLAN

- Meetings of consortium:

Planning meeting Dublin 20-22 November 2005

Midterm meeting Mostar 5-6 April 2006

Evaluation meeting and dissemination conference Foca, September 2006

- 3 level education:

1. Basic in BH- week from 20th of February (20-26 February)

2. Advanced in BH- week from 9th of April ( 5-14 April) or 26 March-2 April)

3. Assessment & certification-Ghent-September 4 th ( 4-9 September)

- Manual for quality assessment (January-June)

- Final tasks for BH core groups:

Preparing of self-assessment report (June-September 2006)

external evaluation of Medical faculties (October 2006)

## Expected results

Forming of core groups at Medical faculties in BH in charge of quality management

Developing of QM manual

New self assessment report and external assessment report

Establishing regular systematic quality assessment procedures on our faculties

Project budget, positions and projections

Mr Geert De Lepeleer

(Presentation in web site of the project)

Main Topics

Total grant:

€ 99,880.00 + 5260 co-financing = € 105,140.00

Staff costs :

academic fees will be related to achievements and outputs

Convention: stamp + 2 signatures (uni. authorities, service providers)

Reasonable rates will be agreed upon with coordinator

Travel costs and costs for stay:

\*in combination with achievements/outcome to be flexible for transfer from one to the other budget heading. Flexibility for transfer (10% max.) from one heading to the other

\*Invoice should mention project number, tickets and boarding passes should be kept and sent to beneficiary

\*individual grant holder report, apex rates

\*international mobility: travel within country will not be refunded, travel abroad from one city to another city will be extra refunded

\*subsistence costs for E-W and W-E travelling max 150 euros per day and covers food, accommodation, insurance, local and public transport.

Other costs: bank transfer costs and visa costs

Indirect costs: overheads, no supporting documents

List of obligations and deadlines:

- Proposal for content of education seminar and joint proposal for teaching curriculum in QM, which will be held in BH training centre in February- EU partners, deadline for this activity 23 of December
- Finding of appropriate place for training centre- coordinator of the project- deadline for this activity- middle of January )
- Planning activities regarding introducing QM in examination procedures and clinical training.
- Sending proposal for changes of some project activities to Brussels- contractor
- Sending proposal about content of our teaching manual and starting with activities regarding QA manual- January

The first meeting of the Consortium was perfectly organized by DIT and special thanks to Ursula Mac Evilly and her team.

In addition to this report I am sending you proposal for content of our seminars in BH. (Chris Van Keer, Henri Verhaaren, Geert Delepeleer).

Topics of the different sessions in BH:

- EFQM: update of the methodology
- EFQM: revision of the questionnaire, additional items (evaluation, clinical practice, ...)
- EFQM: internal and external evaluations: preparation of the april visits
- The Dublin handbook on quality assessment (D.I.T.)
- Other methods of Quality assessment and Quality management (C. Van Keer)
- Quality assessment procedures
- Medical testing: aims and objectives of progression test (not to be seen as an examination)
- Practical preparation of the progression test
- Evaluation, assessment, examination, self-testing,
- General methodology of evaluation methods in higher education
- Other topics

## Belgium

- Introducing with different high schools and Universities
- Integrated Clinical examination
- Comparison of different evaluation systems in the Belgian Higher education
- Evaluation of the results of the Maastricht progression Test
- Additional theoretical teaching in Quality management
- Certification for the BiH participants
- Redaction of the BiH QA Handbook

Project coordinator:

Dr Dejan Bokonjic