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# Project Work Plan & Coordination of Activities

Reinforcement of the Framework  
for Experiential Education in Healthcare in Serbia  
*Erasmus + Project ReFEEHS*



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# ReFEEHS project Work packages

WP 1: Experiential Education in Health Professions: the Need for Change

**WP 2: Framework for Experiential Education Development**

**WP 3: Framework for Experiential Education Implementation**

WP 4: Project Monitoring and Quality Assurance

WP 5: Dissemination and Exploitation

WP 6: Project Management



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# Year 1 Workplan

Activities		Total duration (weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr	Title													
1.1.1	Organization of ReFEEHS Introductory Symposium	5	== xxx											
1.1.2	Survey and consultations with all the stakeholders	15	= xx	= xxx	= xxx	= xxx								
1.2.1	ReFEEHS Need for Change Report preparation	10		= xx	= xx	= xxx								
2.1.1	Identification of EE and IPE competency-based outcomes	6					=x	x	=x	x	=x	x	x	=x
2.1.2	Developing EE and IPE educational contents and resources	18					=xx	xx	=xx	xx	=xx	x	=x	xx
2.2.1	Design and adoption of QA documents for EE and IPE curricula	6					x	x	x	x	=x			=x
2.3.1	Conducting procedure for ICT company subcontracting	6							xx	xx	xx			
2.3.2	Developing practice sites and teacher practitioners databases	12					=x	x	x	xx	xx			xx
2.3.3	E-platform development (outlining system architecture and user requirements specification)	15					=xx	=xx	x	x	=x	x	x	x
2.4.1	Equipment purchase and installation	11					=x	x	x	=x	x	x	x	=x
2.5.1	Defining Policy for teaching competencies development and evaluation	8					=x	x	=x	x	=x	x	x	=x
2.6.1	Educating tutors for Teaching Certificate in HPE	10					=x	=x	x	x	x	x	x	=x
2.6.2	Developing Teaching Certificate curriculum	6					=x	=x	x	x	x	x	x	=x
4.1.1	Defining internal work quality standards and procedures	6	=x	= x	= x	= x	= x	=x						
4.1.2	Production and evaluation of periodical quality reports	5						= x						= x
5.1.1	Defining the Dissemination plan	3	=x	=	x	=	x	=x						
5.2.1	ReFEEHS web-site development and regular update	4	xx	xx	= x		x		x		x		x	x
5.3.1	Design and printing of ReFEEHS promo-materials, presentations and publications	3	=x	x		x		=x		x			x	=x
5.5.1	Defining the Exploitation plan	3							=x	=	x	=	x	=x
6.1.1	Setting up project management, incl. Partnership Agreement	6	x	x	= x	= x	=x	= x						
6.2.1	Organization of project management meetings	10	= x		x		x	= x			x			=x
6.3.1	Day-to-day coordination and administration activities	24	= x	= x	=x	=x	=x	=x	=x	=x	=x	x	x	=x



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# Year 2 Workplan

Ref.nr/ Sub-ref nr	Activities		Total duration (weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
	Title														
2.1.1		Identification of EE and IPE competency-based outcomes	6	x	=x	x	=x	=x	=x						
2.1.2		Developing EE and IPE educational contents and resources	42	=xx	xx	=xx	xx	=xx	x	=x	xx	=xx	x	x	=xxx
2.1.3		Verification of curriculum updated	6									x	x	x	xx
2.2.1		Design and adoption of QA documents for EE and IPE curricula	9	x	=x	x	=x	x							=x
2.2.2		Student and teacher practitioner handbooks and guidelines	9						=x	x	=x	x	=x	x	=x
2.3.2		Developing practice sites and teacher practitioners databases	15	x	xx	x	x	xx	xx	xx	=x	=x			
2.3.3		E-platform development	10	=x	x	x	x	x	x	x	x	x	x	x	=xx
2.4.1		Equipment purchase and installation	6	x	x	x	x	x	x						
2.5.1		Defining Policy for teaching competencies development and evaluation	8	=x	x	=x	x	=x	x	=x	=x	=x	x	x	=x
2.6.1		Educating tutors for Teaching Certificate in HPE	10	x	x	x	x	x	x	x	x	=x	x	x	=x
2.6.2		Developing Teaching Certificate curriculum	6	=x	x	=x	x	=x	x	=x	=x	=x	x	x	=x
4.1.2		Production and evaluation of periodical quality reports	5						=x						=x
4.3.1		Conducting procedure for External Expert subcontracting	2								=x	x			=x
5.2.1		ReFEEHS website regular update	2	=x		x		x		=x		x		x	x
5.3.1		Design and printing of ReFEEHS promo-materials, presentations and publications	3		x		x		=x		x			x	=x
5.4.1		Organization of ReFEEHS Open-days	4			=x						=x			
6.2.1		Organization of project management meetings	10			x			=x			x			=x
6.3.1		Day-to-day coordination and administration activities	24	= x	= x	=x	=x	=x	=x	=x	=x	=x	x	x	=x
6.4.1		Preparing the Project Interim Report (incl. Financial Audit Report)	12					=xxx	=xxx	=xxx					



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# Year 3 Workplan

Activities		Total duration (weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
3.1.1	Delivery and evaluation of updated EE curriculum	42	xxx	= xxx	xxx	xxx	= xxx	xxx	xxx	= xxx	= xxx	xxx	xxx	
3.2.1	Delivery and evaluation of IPE contents in through didactic curriculum	15	= x	= x	xx	xx	x	x	x	= x	= x			
3.2.2	Delivery and evaluation of IPE activities in EE	15	= x	= x	x	x	x	x	x	= x	= x	x	x	
3.2.3	Pilot implementation and evaluation of new joint IPE courses	20	x	= x	= x	= x	x	x	x	x	x	x	x	
3.3.1	Exploitation, testing and adaption of E-platform in practice	24	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
3.4.1	Teaching Certificate in HPE course delivery	24	xx	= x	= x	= x	xx	xx	= x	= x	= x	xx	xx	xx
4.1.2	Production and evaluation of periodical quality reports	5						=x						=x
4.3.1	Evaluation of project activities and outcomes by External Expert	6		=			=			=			=	= =
5.2.1	ReFEEHS website regular update	2	=x		x		x		=x		x		x	x
5.3.1	Design and printing of ReFEEHS promo-materials, presentations and publications	3		x		x		=x		x			x	=x
5.4.1	Organization of ReFEEHS Open-days	4			=x						=x			
5.6.1	Evaluation of students and teaching staff competencies	5	=x		x		x		x		x		=x	
5.8.1	Organization of ReFEEHS Final Symposium	4											=x	= xx
6.2.1	Organization of project management meetings	10			x			=x			x			=x
6.3.1	Day-to-day coordination and administration activities	24	= x	= x	=x	=x	=x	=x	=x	=x	=x	x	x	=x
6.4.1	Preparing the Project Final Report (incl. Financial Audit Report)	12										=xxx	=xxx	=xxx



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## WP 1: Experiential Education in Health Professions: the Need for Change

**Month 1:** ReFEEHS Kick – off Meeting and Introductory Symposium (Thematic Workshop 1)

**Months 1- 4**

Survey on the RS students, teaching staff and practitioners attitudes related to Experiential Education, Inter-professional Education and Teaching Competences Development

**Month 4** (February, 2016)

Report : *Experiential Education in Health Professions: the Need for Change* which will serve as a resource and reference for further project activities



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## WP 2: Development of the Framework for Experiential Education

### **2.1. Experiential Education and Inter-professional Education curriculum development (Months 4 - 24)**

- identification of EE and IPE competency based learning outcomes;
- development of relevant educational contents and resources;
- verification of curricula updates at each RS HEI;

### **2.2. Development of Quality Assurance System for Experiential Education (Months 4 - 24)**

- provision of well-planned, outcomes-focused practical experience with adequate supervision and assessment by qualified teacher practitioners with learning-rich practice environment;
- definition of academic, legal and professional requirements for student practical placements;
- development of relevant documents including students' and teacher practitioners' handbooks and guidelines, legal forms required, and agreements;
- establishment of the relevant Codes of Professional Conduct;





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## WP 2: Development of the Framework for Experiential Education

### **2.3. Development of the Experiential Education E-platform (Months 4 - 24)**

- establishment of the E-platform for EE management and administration, including placement sites and teacher practitioners' databases;

### **2.4. Educational Equipment purchase and installation (Months 5 – 18/Dec 2017)**

### **2.5. Policy for Professional Development of Health Professionals Educators (Month 24/Oct, 2017)**

- the Policy proposal to be submitted for review and approval to the relevant university and governmental authorities;



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## WP 2: Development of the Framework for Experiential Education

### **2.6. Teaching Certificate Program in Health Professionals Education (Month 24/October 2017)**

- development of Teaching Certificate in Health Professionals' Education course which will be accredited as a continuous professional education course for academic staff and teacher practitioners;
- development of relevant educational resources aimed at blended learning educational model;
- 12 RS teaching staff will be enrolled in the specific postgraduate courses in Health Professionals' Education and recruited as future Teaching Certificate tutors;



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## WP 2: Development of the Framework for Experiential Education

Each Partner institution will host one major project event:

- 4 thematic workshops and conferences will be organized at each of the RS HEIs;
- 4 structured study visits of the key RS project team members to the EU HEIs (2 visits in the first, and 2 visits in the second project year);
- individual study visits of the RS academic staff to EU partner institutions: teaching competencies development through job shadowing and participation in the relevant educational activities;

to explore and discuss

- 1) different approaches to experiential education in health sciences education;
- 2) quality assurance requirements related to EE;
- 3) experiences related to development and delivery of interprofessional education;
- 4) models for teaching competencies development and evaluation;



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## WP 3: Implementation of the Framework for Experiential Education

### 3.1. Implementation of the Reinforced Experiential Education Curriculum (Months 25 - 35)

- all final year students of health sciences will be enrolled in the updated experiential education courses;
- students' professional competencies will be assessed pre and after the exposure to the updated curricula;

### 3.2. Introduction of Inter-professional modules and courses (Months 25 - 35)

- Interprofessional modules will be introduced in the existing didactic courses dealing with the introduction to profession, professional ethics, roles and responsibilities;
- Interprofessional modules will be introduced in the updated experiential education courses and linked to the relevant competency-based outcomes for each health sciences profession;
- joint interprofessional courses will be implemented at a pilot scale during the third project year with the contribution of academic staff from all the health sciences study programmes;



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## WP 3: Implementation of the Framework for Experiential Education

### **3.3. E-platform exploitation and testing (Months 25 - 36)**

- Experiential education E-platform will be adopted for exploitation at each of the RS HEIs;
- course coordinators will test the functionality of the platform and list the recommendations for improvement;
- feedback will also be gathered from students and teacher practitioners/clinical supervisors;

### **3.4. Teaching Certificate in Health Professionals Education course delivery (Months 25 - 36)**

- the first cohort of 40 academic staff and teacher practitioners will be admitted to the newly developed Teaching Certificate Programme in the third project year;
- balanced group of academic staff and teaching practitioners/clinical supervisors will be admitted, with the equal representation of different health professions;



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## WP 4: Project Monitoring & Quality Assurance

### 4.1. Internal Quality Plan (Month 6, April 2016)

- Quality Working Group members will define Quality Plan in line with the proposed project workplan;
- Quality Plan will include procedures, standards/checklists for reviews, metrics to measure process quality and project quality goals, key performance indicators and corrective and preventive actions (CAPA);
- Quality Working Group will be responsible to define Partnership Agreement terms and conditions and monitor their fulfillment, including ownership/copyright of the project results.

### 4.2. Quality Reports (Months 1 – 36)

- Quality Working Group will prepare bi-annual quality reports on the activities accomplished, potential problems and delays;
- Quality reports will be evaluated by the Project Steering Committee and University of Belgrade International Relations Office. They will also be submitted to National Erasmus+ Office.
- Project Interim Report (Month 18-20); Project Final Report

### 4.3. External Expert's Report (Month 36, September 2018)



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## WP 5: Dissemination & Exploitation

### 5.1. Development of Dissemination Plan (Month 6, April 2016)

- mechanisms and activities for dissemination of the project objectives, progress and results, as well as the relevant time frame for specific dissemination activities defined;

### 5.2. ReFEEHS website design and continuous update (Months 1 – 36)

### 5.3. Project promotional materials, presentations and publications (Months 1 – 36)

### 5.4. ReFEEHS Open-days (Months 15/21/27/33)

- to present project activities, progress, outputs and achievements to students, teaching staff, regulators and wider community;
- will be organized adjacent to the important national and regional health professionals and student association gatherings;



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## WP 5: Dissemination & Exploitation

### 5.5. Development of Exploitation Plan (Month 12, September 2016)

- measures for project results exploitation and sustainability beyond the project lifetime will be defined;

### 5.6./5.7. Report on Project Exploitation

- students' professional competencies assessment; teaching competencies assessment of academic staff and teacher practitioners;

### 5.8. ReFEEHS Final Symposium (Month 36, September 2018)





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## WP 6: Project Management

### 6.1. Project Management Structure and Documents Adopted (Month 6, April 2016)

### 6.2. Project Management Meetings

- Project Steering Committee will meet twice-a-year, preferably face-to-face, and adjacent to other Project events; National Sub-committee will meet at least quarterly; Working group meetings will be held at least quarterly, preferably by videoconferencing.

### 6.3. Continuous Project Coordination and Administration

### 6.4. Project Reports

- quarterly financial and narrative reports submitted to the University of Belgrade Office for International Cooperation;
- bi-annual internal quality reports;
- External Financial audit reports submitted with the Project Interim and Final Reports;
- External Expert report will be submitted to EACEA with the Final Project Report.



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# Project timeline

Year 2015			Year 2016								
M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Consortium Meeting 1		✓	Situation Analysis Report		Structured Study Visit 1			Structured Study Visit 2			
Thematic Workshop 1		✓	Consortium Meeting 2			Consortium Meeting 3					
Year 2016			Year 2017								
M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Thematic Workshop 2		Structured Study Visit 3		Consortium Meeting 4			Interim Report			Structured Study Visit 4	
										Consortium Meeting 5	



## Planning the activities for M1-M4

Activities		M1	M2	M3	M4
Ref.nr	Title				
1.1.1	<b>Organization of ReFEEHS Introductory Symposium</b>	== xxx			
1.1.2	Survey and consultations with all the stakeholders	= xx	= xxx	= xxx	= xxx
1.2.1	<b>ReFEEHS Need for Change Report preparation</b>		= xx	= xx	= xxx
4.1.1	Defining internal work quality standards and procedures	=x	= x	= x	= x
5.1.1	Defining the Dissemination plan	=x	=	x	=
5.2.1	ReFEEHS web-site development and regular update	xx	xx	= x	
5.3.1	Design and printing of ReFEEHS promo-materials	=x	x		x
6.1.1	Setting up project management, incl. Partnership Agreement	x	x	= x	= x
6.2.1	Organization of project management meetings	= x		x	
6.3.1	Day-to-day coordination and administration activities	= x	= x	=x	=x



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# WP 1: Experiential Education in Health Professions: the Need for Change

23-24<sup>th</sup> October 2015

ReFEEHS Kick – off Meeting and Introductory Symposium (Thematic Workshop 1)

October – December 2015

Survey on the RS students, teaching staff and practitioners attitudes related to Experiential Education, Inter-professional Education and Teaching Competences Development

February, 2016

Report : *Experiential Education in Health Professions: the Need for Change* which will serve as a resource and reference for further project activities

***Preparation Working Group***



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# Planning the activities for M1-M4

## 1. Designation of the Working Groups

- a. *Preparation WG (P)*
- b. *Experiential Education WG (E)*
- c. *Interprofessional Education WG (I)*
- d. *Teaching Competencies Development WG (T)*
- e. *Quality WG (Q)*
- f. *Dissemination & Exploitation WG (D)*



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# Planning the activities for M1-M4

## 2. Preparation Working Group

- a. *to design, distribute and evaluate [survey](#) on the RS students, teaching staff and practitioners attitudes related to Experiential Education, Inter-professional Education and Teaching Competences Development*
- b. *to prepare the Experiential Education in Health Professions: the Need for Change [Report](#)*



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## Planning the activities for M1-M6

### 3. Experiential Education WG, Interprofessional Education WG and Teaching Competencies Development WG

to define the dates, topics and host institutions for:

*1<sup>st</sup> Structured Study Visit in April/May 2016*

*2<sup>nd</sup> Structured Study Visit in September/October 2016*



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# Planning the activities for M1-M4

## 4. Quality WG

- a. *Quality Plan*
- b. *Partnership Agreement*
- c. *1<sup>st</sup> Quality Report*

## 5. Dissemination & Exploitation WG

- a. *Dissemination Plan*
- b. *ReFEEHS website launch and maintenance*





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## 6. Project Steering Committee

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"You'd be surprised the headaches you can avoid by addressing these four simple questions before beginning a project."