



Network organisation within WONCA Region Europe – ESGP/FM

Report of EURACT Council Meeting Skopje, 24-26 April 2014



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Contents

Contents	2
List of participants	3
Members present:	3
Acting Administrative Secretary:	3
Members absent:	3
Report of the Meeting	4
Pre-Council Executive Board Meeting	4
Session 1a: Welcome, approval of meeting agenda, apologies	4
Session 1b: Hot topics	5
(i) Report from Policy task group	5
(ii) Best EURACT Teacher Award.....	5
(iii) CME/CPD committee's past and future activities	5
Session 2a: Introduction to family medicine in FYR Macedonia.....	5
Session 2b: Educational research session	5
Session 2c: Updates on committees' and task groups' work.....	6
Session 3: Committees' work.....	6
Session 4: Business meeting, part 1.....	6
Session 5: 1 slide 5 minutes presentations.....	8
Session 6: Task groups session	8
Session 7a: Business meeting, part 2.....	9
Session 7b: Reports from committees, task groups	10
Session 7c: Review of meeting.....	11
Post-Council Executive Board Meeting.....	11
Appendix 1a: Report from Policy Task Group	12
Appendix 1b: Best EURACT Teacher Award	13
Appendix 1c: CME/CPD committee's past and future activities	17
Appendix 2: Updates on committees' work since last meeting	18
Basic Medical Education (BME).....	18
Specialist Training (ST).....	20
CME/CPD.....	21
Member services (MS)	23
Appendix 3: Updates on task groups' work since last meeting	24
Website task group	24
Educational Research task group	25
Appraisal of GP Teachers – introduction to new task group.....	25
Appendix 4: President's Report	27
Appendix 5: New EURACT members	28
Appendix 6: EURACT 2013 Budget, Audit reports for 2013 and updated Membership fees paid for 2013	30
Appendix 7: Report of Leonardo EURACT Level 2 Teachers' Course, Skopje, 3-5 April 2014	38
Appendix 8: Reports from committees	39
Basic Medical Education (BME).....	39
Specialist Training (ST).....	40
CME/CPD.....	41
Member services (MS)	42
Appendix 9: Reports from task groups	45
Website task group	45
Educational Research task group	46
Appraisal of GP Teachers task group.....	46

List of participants

Members present:

1. Prof. Janko Kersnik, Slovenia, President
2. Dr. Mario R. Sammut, Malta, Honorary Secretary
3. Prof. Esra Saatci, Turkey, Honorary Treasurer
4. Prof. Francesco Carelli, Italy, EB member
5. Prof. Ruth Kalda, Estonia, EB member
6. Prof. Adam Windak, Poland, EB member
7. Dr. Jachym Bednar, Czech Republic
8. Dr. Jo Buchanan, UK
9. Prof. Ljiljana Cvejanov Kezunovic, Montenegro
10. Prof. Jan Degryse, Belgium
11. Dr. Eva de Fine Licht, Sweden
12. Dr. Dolores Forés, Spain
13. Prof. Elena Frolova, Russia
14. Dr. Ilse Hellemann, Austria
15. Dr. Zaim Jatic, Bosnia & Herzegovina
16. Dr. Givi Javashvili, Georgia
17. Assoc. Prof. Roar Maagaard, Denmark
18. Assoc. Prof. Valentina Madjova, Bulgaria
19. Dr. Razvan Miftode Florentin, Romania
20. Dr. Darach Ó Ciardha, Ireland
21. Dr. Peter Prydz, Norway
22. Assoc. Prof. Llukan Rrumbullaku, Albania
23. Dr. Katarina Stavric, FYR Macedonia
24. Dr. Sonata Varvuolyte, Lithuania
25. Dr. Mira Kiš Veljković, Serbia
26. Prof. Stefan Wilm, Germany
27. Dr. Natalia Zarbailov, Moldova

Acting Administrative Secretary:

- Ms Nina Štojs, Slovenia

Members absent:

Apologies:

1. Dr. Denise Alexandra Cunha Velho, Portugal
2. Dr. Jana Bendova, Slovakia
3. Dr. Bruce Brinkley, Switzerland
4. Dr. Ljudmila Bohush, Belarus
5. Dr. Dimitrios Karnasios
6. Dr. Durdica Lazic, Croatia
7. Dr. Inguna Locmele, Latvia
8. Prof. Markku Timonen, Finland
9. Dr. Nynke Sherpbier de Hann, The Netherlands
10. Dr. Howard Tandeter, Israel
11. Dr. Peter Vajer, Hungary

Report of the Meeting

Thursday 24th April 2014

Pre-Council Executive Board Meeting

Present: Janko, Mario, Esra, Adam, Ruth, Francesco and Nina.

Planning of Council Meeting

- Timetable of council meeting: agreed.
- Timetable of business meeting: agreed.
- Elections and EURACT Content Guidelines: Mario to lead.
- Budget 2013: to be presented by Esra.
- Countries with less than 3 paid-up members: to be tackled during Business Meeting
- Elections in Ukraine: to be run ASAP.

Katarina and Jachym joined the EB at 16.00 as the chairs of the Specialist Training (ST) Committee and the CME/CPD Committee. The committee chairs gave the following contributions:

- ST Committee (Katarina): to propose a change in chair as she is too busy to continue.
- CME/CPD Committee (Jachym): listed the achievements of the CME/CPD committee since the last meeting.
- Newsletter: Francesco stated that he had no feedback from Jan on the EB's decision in Vienna regarding changes in the management of the newsletter. In the meantime, no newsletter was issued.

Session 1a: Welcome, approval of meeting agenda, apologies

President Janko Kersnik welcomed everyone and gave a short introduction regarding the main objectives of the meeting.

The timetable for the meeting was approved by Council.

Janko gave a list of the eleven members who could not attend. He also noted that those who did not attend for the second consecutive time (Dr. Ljudmila Bohush, Belarus and Prof. Markku Timonen, Finland) will be sent a letter of warning as per Article 9.6 of the EURACT Articles of Association. If the relevant member is again not present at the next meeting, the Council shall be empowered to dismiss this member immediately. In such a case an interim election shall be held for the position of the dismissed member for the rest of the period of office.

Session 1b: Hot topics

(i) Report from Policy task group

Janko gave a presentation regarding the above (see Appendix 1a). Janko asked for feedback – none was forthcoming.

(ii) Best EURACT Teacher Award

Elena gave a presentation regarding the above (see Appendix 1b). Janko asked for first impressions. Esra recalled that a similar suggestion in the past from Yvonne was discussed by the Member Services Committee but dropped due to the difficulties found setting the criteria. Jan liked the basic idea which however needed elaboration. Peter P shared his thought that EURACT should focus its effort on less developed countries. Natalia suggested that trainees are involved in proposing the candidates. As there was no opposition to the idea, Janko proposed that Elena develops this further for discussion during the next meeting in Porto. As there were no objections and one abstention, this was agreed to by Council.

(iii) CME/CPD committee's past and future activities

Jachym and Ruth gave a short history of the CME/CPD Committee activities (see Appendix 1c). The council was then split into groups of 3 to discuss the 3 questions presented. The answers were afterwards shared during the council, and noted by the CME/CPD Committee.

Katarina as host then gave the necessary details of the meeting.

<i>Thursday 25th April 2014</i>
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Session 2a: Introduction to family medicine in FYR Macedonia

Katarina gave the above-titled presentation, which was followed by questions and a discussion.

The presentation may be viewed on <http://euract.eu/resources/education-a-training-presentations/viewcategory/18-education-a-training-presentations>.

Session 2b: Educational research session

Jan Degryse facilitated this session, where the following presentations were given:

- Specialist Training in Family Medicine in Malta during 2007-2012: a comparative evaluation of the first and fifth years of the programme – Mario R Sammut & Gunther Abela.

The above presentation may be viewed on: <http://euract.eu/resources/educational-research-presentations/viewcategory/5>)

- Educational Task Force on Medical Education Research – Jan Degryse

Session 2c: Updates on committees' and task groups' work

The chairpersons of the committees and task groups each gave presentations as follows:

Committees: see Appendix 2

- Basic Medical Education (BME) – Francesco, chair
- Specialist Training (ST) – Katarina, chair
- CME/CPD – Jachym, chair
- Member services (MS) – Esra on behalf of Denise, chair

Task groups: see Appendix 3

- Website task group – Darach, chair
- Educational Research task group – Jan, chair
- Appraisal of GP Teachers - introduction to new task group - Janko

Session 3: Committees' work

All members then split up to work in the 4 committees.

Session 4: Business meeting, part 1

1. Welcome (Janko)
2. The report of the October 2013 EURACT Council Meeting in Tirana prepared by the Honorary Secretary Mario R Sammut (available on the EURACT website) was taken as read and, with no feedback forthcoming from the council members present, was approved.
3. The President's Report (Appendix 4) was taken as read. The report was unanimously approved.
4. Approval of new members: 52 applicants, all endorsed by their respective country representatives, were unanimously approved. The full list may be seen in Appendix 5.
5. **General meeting**
 - (a) The 1st General Meeting for 2014 was opened by President Janko Kersnik, and the set agenda was approved by the Council.
 - (b) As 27 out of 38 Council Members were present (as confirmed by Hon. Secretary Mario Sammut), the required quorum was achieved.

- (c) The EURACT 2013 Financial Report was presented by Hon. Treasurer Esra Saatci, with the Audit reports for 2013 from Filipe Gomes (Portugal) and Athanasios Symeonidis (Greece) and the updated Membership fees paid for 2013 (see Appendix 6). Natalia commented that the new limit on reimbursement of travel fees would mean that she would be entitled to only 200 Euros yearly when flights could cost up to 1000 Euros yearly. Zaim agreed. Peter and Jo suggested that this capping be reconsidered. Janko suggested that each of the countries concerned puts its case in writing to the EB for consideration at the next Council Meeting in Porto in October 2014. This was carried with just one abstention. The financial report and audit reports were accepted unanimously.
- (d) Amended annual predicted budget for 2014 – already presented in October 2013 at the Tirana Council Meeting.
- (e) Election of 3 members at large (Mario): three nominations from Adam, Francesco and Ruth were received by the closing date of 1 month before the election (as per point I of the EURACT guidelines approved in Prague in 2006). According to Article 15.3 of the Articles of Association, as none of the Council members desired a poll, the President proposed that they be elected by acclamation and the nominations were approved with a round of applause.
- (f) Other issues: none.

6. Activities reports

- (a) Leonardo da Vinci project “Continuing educational development and harmonisation of expert teachers in General Practice/Family Medicine in Europe through a systematic process of quality improvement”: Adam gave an update.
- (b) Level 2 Course, Skopje, April 3-5, 2014. Katarina reported that they were 26 participants, with favourable feedback from both the facilitators and participants. (The report of the course may be seen in Appendix 7.) Katarina noted that the web materials could have been made available earlier (Mario noted that the webmaster had been too busy to provide this until just one week before) and she also suggested that organisers could be more strict in future as regards the closing date for application. After a couple of other clarifying questions, Janko thanked the organisers and facilitators. He also asked those interested in being facilitators in future to contact Janko or the facilitators directly.
- (c) EURACT website: Darach noted that the website needs to be moved to a newer version of the Joomla platform, at an estimated cost of about 6000 Euros. Another option is to migrate the website to be hosted free-of-charge on the WONCA-Europe platform, making use of the expertise already available there. These points will be discussed in the Website Task Group meeting. Regarding the rules publicising events, Darach said that this should not be a problem. Adam noted that the present website seems to him better than the WONCA-Europe website, with Darach repeating that upgrading the present website will cost around 6000 Euros. Janko pointed out that EURACT would have the facility to design the EURACT website as it desired on the WONCA-Europe website.
- (d) EUPA: Stefan informed the Council that the document is to be tested and polished for language by Council members, and that the hard copy will be ready for the WONCA-Europe conference in Lisbon next July 2014

7. EURACT Statement on Undergraduate Teaching in Family Medicine in all European Universities: Francesco presented this BME statement already approved by the EB: this was unanimously approved by Council.
 8. Upgrading of website software or transfer to WONCA Europe website: already discussed under 6c.
 9. Discussion and adoption of rules regarding publicizing events (conferences/seminars/courses) related to teaching Family Medicine on EURACT website: already discussed under 6c.
 10. Montevideo Declaration: Francesco proposed that EURACT offers to assist only as regarding teaching in family medicine. The Council agreed unanimously that Francesco replies accordingly on behalf of Council.
- 14b. Future Council meetings: Prague 23-26 April 2014. Jachym asked if there can be a meeting with Czech doctors on the Friday, meaning that the local input is increased from 1 to 2.5 hours: this was agreed by a majority of the Council. Jachym asked if the Diplomat Hotel at 95 Euros a night is satisfactory – Council was split regarding this answer and so the decision was left to Jachym.

Session 5: 1 slide 5 minutes presentations

1. 'Ask the Expert!' Project Report - Elena Frolova
2. Changes in CME in Russia in 2013 - Elena Frolova
3. Local events and EURACT - Elena Frolova
4. Alice (family medicine) not in Wonderland – Francesco Carelli
5. Third AGP/FM SEE Congress Sarajevo, 18-21 September 2014 – Zaim Jatic
6. Norwegian textbook in General Practice: table of contents is now available in English - Peter Prydz

The Council agreed that:

- Elena carries on with the Ask the Expert Project;
- Local conferences can be publicised on the EURACT website as long as they are related to education in family medicine.

The presentations may be viewed on <http://www.euract.eu/resources/one-slide-five-minute-presentations/>.

<i>Saturday 26th April 2013</i>
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Session 6: Task groups session

- Website task group
- Educational Research task group
- Appraisal of GP Teachers task group

Session 7a: Business meeting, part 2

11. PREPARE Project

Janko informed Council that WONCA is a partner in this project re preparedness for flu pandemics.

12. EURACT Newsletter

Janko announced that Ruth will coordinate a regular 'EURACT Messenger' update to members after council meetings. Members are invited to submit short news items (about 150 words) to Ruth.

Jan invited members to read the latest version of the EURACT Newsletter issued today. He asked the EB to arrange for the issue of hard copies if needed for the WONCA-Europe Conference in Lisbon next July. Janko thanked Jan for the newsletter and reminded him to coordinate with Esra regarding remuneration for its design.

13. Future EURACT courses

- (a) Level 3 course. Roar reported that plans for this course in May 2014 and April 2015 had to be cancelled as there were only a few paying participants. He hoped that more will be recruited so that this can take place. Janko asked members to promote it in their countries.
- (b) Level 1 2015 and Level 2 2016 courses. Level 1 Course: Givi announced that this will take place in Tbilisi, Georgia on 1-3 October 2015 (first preference) or 15-17 October 2015 (second preference) – the date will be finalised in collaboration with Esra as it clashes with a meeting in Turkey. There will be 12 sponsored places. The registration fee would be approximately 300 Euros (including accommodation). Level 2 Course: two possibilities so far: in Montenegro or Slovakia.
- (c) EURACT conference, Dublin 2016. Janko stated that Darach needs to discuss with the ICGP the possibility of expanding the Council meeting into a conference. He asked for more details of the conference. Janko asked members to volunteer to form part of a team to start working on this. As an alternative, Janko asked for volunteers to host such a conference if it does not take place in Dublin: Jan offered to consider this for Leuven.
- (d) EURACT Bled Course: Jo announced details of the next Bled Course 'Teaching and Learning about the Scope and Limits of General Practice' next September 2014 and asked members to publicise it.

14. Future Council meetings

- (a) Autumn meeting 2-5 October 2014, Porto, Portugal: by email Denise confirmed the dates, the airport (Oporto) and accommodation at the Hotel Beta.
- (b) Spring meeting 23-26 April 2015, Prague, Czech Republic (already discussed above).
- (c) Autumn meeting 8-11 October 2015, Sarajevo, Bosnia & Herzegovina. Zaim confirmed that plans are in hand.
- (d) Spring meeting 19-22 May 2016, Adana, Turkey. Dates are confirmed, despite the proximity of the WONCA Europe Conference in June 2015.
- (e) Autumn meeting 2016, Dublin, Ireland: early September. Darach stated that this will take place, although the exact dates have not yet been confirmed.

Janko asked for volunteers for subsequent meetings.

15. WONCA Europe Conferences

- (a) WONCA Europe Lisbon Conference 2014, July 2-5: Denise will coordinate the EURACT booth. Janko asked for details of EURACT activities to take place at the conference, so that these can be publicised. Six EURACT Council members plan to attend.
- (b) WONCA Europe Istanbul Conference 2015, October 21-25: Janko asked Council to start thinking of possible workshops/presentations.
- (c) WONCA Europe Copenhagen Conference 2016, June 15-18: Roar announced that plans are in hand.
- (d) WONCA World Conference 2016, Rio de Janeiro, Brasil, November 2-6: not discussed.

16. Action points not covered elsewhere.

Janko announced a proposal from EQuIP to EURACT for a joint project regarding Quality in Teaching Family Medicine. Stefan suggested that the title be changed (not to be confused with the EURACT Educational Agenda) and that it is ensured that there is no overlap with present EURACT documents. Council agreed to participate, with Francesco, Ilse and Zaim offering to participate actively.

17. Any other business: none

Session 7b: Reports from committees, task groups

Committees:

- Basic Medical Education (BME) – Francesco, chair: Natalia spoke on the survey on enforcing GP/FM in Europe, asking members to participate.
- Specialist Training (ST) – Katarina, chair: Katarina announced that she was confirmed as chair, with Jo appointed as assistant. The committee continued working on the statement on assessment it is preparing. The committee also discussed the ST database, and will request additional written text from each representative.
- CME/CPD – Ruth for Jachym, chair: Ruth listed the activities undertaken by the ST Committee during its meeting.
- Member services (MS) – Esra, acting chair: Esra announced that the committee discussed the WONCA Europe Conference in Lisbon next July; EUPA; the Bled course (5 sponsored places); and other items. Jan proposed that EUPA be printed, and Stefan offered to find part of the cost. Janko assured Council that the EB will tackle this matter.

The full reports of the committees may be seen in Appendix 8.

Task groups:

- Website task group – Darach, chair: Darach presented the items discussed during the meeting.
- Educational Research task group – Jan, chair: Jan stated that the Journal Club took up all the time of the task group. He requested that a pre-meeting Journal Club be held in the future.

- Appraisal of GP Teachers task group - Jo, acting chair: Jo stated that the current situation was reviewed by participants, who also discussed what the process could involve.

The full reports of the Task Groups may be seen in Appendix 9.

Following the reports, Council agreed to the following decisions:

- As per Article 8.1 of the EURACT Articles of Association, Cyprus, France and Iceland can no longer be considered as departmental members of EURACT as there are no longer any paying members from these countries. However, Council recommended that efforts be continued to invite them to reapply for members.
- Jo was confirmed as Chairperson of the 'Appraisal of GP Teachers' Task Group.

Session 7c: Review of meeting.

Feedback was discussed by members in small groups that were each assigned different sections of the meeting to comment about. Each group then presented such feedback to the Council. Katarina was given a round of applause for a well-organised meeting. Janko thanked all members present and Katarina as host. Esra thanked Janko, Mario & Nina on behalf of the Council.

Post-Council Executive Board Meeting.

Present: Janko, Mario, Esra, Adam, Francesco, Ruth, Nina

- Three countries are no longer members: we need to consider what to do to again to get members from such countries. Mario to ask Matej to hide the 3 national pages and update the list of Council members on the website.
- It was clarified that the updated list of members is kept by Nina: the responsibility of updating the national pages is that of country representatives. Mario to specify this on the website. Mario to prepare a letter to national representatives reminding them to collect money from their members and pass it on to EURACT themselves (either in cash or electronically), referring them to the job description on the website and reminding them that they are responsible for updating the national pages.
- Letter of warning to members who have not attended last 2 meetings: Nina to circulate previous letter that was used in such cases for adaption accordingly.
- Increase task group meetings to 2 hours (similar to committee meetings).
- More costs for booth in Lisbon: copies of EURACT Newsletter, Messenger, EUPA: quotations to be obtained and EB to decide. Space for EURACT posters: usually a general one (Esra to coordinate with Filipe) and another about the Bled course: perhaps others (e.g. the Level 2 Course in Georgia 2015 – Adam to coordinate with Givi). PDFs of such posters need to be supplied to Nina by one month before the conference.
- A pre-meeting Journal Club will take place before the next Council Meeting as agreed by Council.

Dr Mario R Sammut
Honorary Secretary

Appendix 1a: Report from Policy Task Group

Janko Kersnik

An Executive Summary for the report from Survey on services for members (Yvonne van Leeuwen), Policy Planning Task Group (Peter Prydz) and Council discussion in Tirana.

Tirana Council meeting, October 3-5, 2013, brought up the following items:

- Our vision shall be **making it worthwhile to be a EURACT member**.
- The starting point is EURACT constitution. We shall **fulfil the aims and tasks** which are stated in the Article 2:

OBJECT

Article 2

1. *The aim of the Association shall be:*

to foster and maintain a high standard in European primary health care by the promotion of study and education in the field of general practice within the countries that are affiliated with WONCA Europe (WONCA is World Organization of National Colleges, Academies and Academic Associations of General Practitioners/Family Physicians).

2. *It tries to achieve this object inter alia by:*

- a. promoting education, study and research in the field of general practice/primary health care;*
- b. supporting and informing its members;*
- c. establishing and maintaining communication networks among the members;*
- d. establishing a database with information about the different relevant study programs, education methods and the evaluations of education;*
- e. reporting about education in the field of general practice/primary health care;*
- f. publishing books, magazines and memoranda;*
- g. organizing conferences, workshops and seminars;*
- h. co-operating with national education institutions and organizations in the field of general practice/primary health care;*
- i. promoting the formation of national organizations of professors in general practice/primary health care in the affiliated countries;*
- j. co-operating with international organizations that work in the field of general practice/primary health care*
- k. representing EURACT at international meetings;*

3. *EURACT is an independent Association, but is part of a network of organizations that are affiliated with "WONCA Europe", which organizations concern themselves with the different aspects of general practice/primary health care. Within this network EURACT is responsible for the subjects of study and education.*

- We shall **improve things what we are doing well**: courses, producing documents.
- We shall **increase EURACT visibility**:
 - We shall keep our newsletter. An editorial board should help with the newsletter.
 - We shall keep our presence at conferences (WONCA).
 - We shall keep organizing courses.
- We shall promote our documents:
 - Teaching agenda had the highest score.
- Creating a **teaching agenda for the BME**:

- How to introduce GP/FM as a new discipline.
- Minimum core curriculum exists.
- Bologna template should be used.
- Invite lecturers from other countries/universities to teach and to build up scientific units.
- Reduce lectures to a minimum and increase seminar/ group work.
- Producing teaching materials – second highest score.
- Overview of recommended textbooks.
- Kit of teaching methods.
- Kit of assessment tools.
- Every three years a **EURACT Educational Conference** (first in 2016?) shall be organized, where any member can submit an abstract. In this way we can attract more members.
- We shall introduce **Collective Membership** from universities and national colleges. In that respect we shall adapt EURACT rules?
- We need **academic input**, but the Council has its tasks for the Council Meeting, so any activity like that could serve more as a “refreshment” during the council Meeting. Collaboration between
- We shall strengthen the collaboration with other organizations like Family medicine departments at universities.

Appendix 1b: Best EURACT Teacher Award

Elena Frolova



"Family medicine accepts the challenge from changing world"

- EURACT Award for the *best innovative creative* teacher on Family medicine in Europe
- Background: We can prove that we are creative, innovative and traditional at the same time
- The 5 stars WONCA Award; The Peter the Great Award
- The great value of such awards is the prestige of profession, or professional organization, not the financial content
- It is supposed in an attempt to increase the global development of Family Medicine, global networking and partnership of countries

The goal

- To provide the high prestige of our organization - EURACT
- To support family medicine teachers in the atmosphere of persecution of family medicine
- To implement EURACT ideas and principles of teaching

Minimum requirements

- The nominee have to demonstrate his creativeness
- The nomination is not limited to EURACT member
- The name of this award could be after any famous family medicine persons, if we want,
- or we can name it "The Best EURACT Teacher Award"

Two nominations

- Academic teacher
- Clinical trainer
- Different requirements

Academic teacher

- The nominee should be a member of Department of Family medicine of any University, who is still active in academic carrier
- The nominee have to present and submit new curriculum, new e-learning course, or new type of assessments - any examples of his/her innovations
- To present some evidences of application of the course/curriculum/assessment methods
- The sample and design of submission will be developed

Clinical trainer

- The nominee should have an experience of clinical teaching not less then three (?) years and be active teacher
- The nominee could submit and demonstrate an example of practical workshop devoted to any "hot" topic
- Or videoconsultation,
- Trainer- trainee conversation
- Or any other examples of his/her high level qualification and creativity

What is the effect of the award?

- This award will give the laureate opportunity to visit University or the practice center in any country from EURACT member countries according his (her) choice to learn from the experience of family medicine of chosen country
- The length of visit could be two weeks
- The money equivalent of award could be 3000 euro
- The Home University which will host laureate can provide accommodation free of charge;
- Money for transportation we can find from Pharmaceutical companies or from national associations or from any others sources, it could be discussed

Assistance of EURACT experts

- During the month of duty EURACT experts can help to nominees to prepare their applications, especially for those who never participate in competitions
- Consult them, provide with literature references

The preparation

- The ceremony can be held during WONCA Europe conference
- The announcement about new period of preparation for nominees should be done not later then 6 month before
- The jury may consist of five persons, EURACT members, not only Council members, as from academic teachers as from clinical teachers
- The developed and developing countries should be presented
- The preparatory committee may to develop the idea and to present for the next day of Spring meeting to vote for this project

Appendix 1c: CME/CPD committee's past and future activities

Jachym Bednar & Ruth Kalda

Short history of CME/CPD Committee activities

Main activities

- Leeuwenhorst European Working Party – statement – „Continuing education and general practitioners“(Euract web-page)
- Document on Life-long learning („Make your personal learning plan“)- Euract web-page
- EURACT-MCFD International Workshop on Lifelong Learning in Family Practice (Malta, Estonia, Finland)
- Survey about re-certification/revalidation general practitioners in Europe

Questions for the groups

1. What do you think is most important thing in CPD process to discuss for the Europe now?
2. What kind of activities besides of education (lectures, seminars, conferences, reading the literature) should CPD consist of?
3. How to evaluate impact of CME/CPD? Which criteria should be used?

Appendix 2: Updates on committees' work since last meeting

Basic Medical Education (BME)

Francesco Carelli, Chair

Here BME Committee !!

- What it is ? What happens there ?
- By Francesco Carelli , Committee Chair

BME Committe's history

- Since I am there:
- ECE (Early Clinical Exposure)
- EURACT Checklist for Attachment Program Organisers
- European Minimal Core Curriculum in undergraduate
- Mapping academic situation of undergraduate teaching for family medicine in Europe

1. Howard's proposal about intervention to promote GP/FM teaching at the Universities where it does not exist. This work could include collecting additional data through sending out preliminary questionnaires (at what stage are the decision makers at these Universities). Finally decision was made to ask EURACT Council which is the barriers on the way of development GP/FM teaching on undergraduate level.
2. Another proposal was to use qualitative method for stimulating – interviews at these Universities.
3. Proposal to find out how the clinical component is designed and implemented in the Universities where they teach GP/FM with clinical component (I proposed this as a suggestion made by Mette during the last committee meeting in Adana).
4. Proposal to compare our minimal clinical curriculum (developed based on the Delphi method) with the real situation at the Universities (what are they teaching in reality). This proposal was made by Durdica.

Research 1

- What, in your personal opinion, limits or enhances the development of FM/GP.
-
- 1. at the academic/university level +determination of the school leadership to introduce FM, outside pressure (World Bank), connections between the leadership and FM academics; -lack of academic FM staff, traditional “medical” orientation of the medical school, bad examples of some successful medical schools without FM departments
- 2. at the policy/ political level +support of the key politicians, - lack of their support
- 3. at the population level +developed family practice,
- 4. at the insurance level no impact on undergraduate
- 5. at other levels? Societies of FM shall support development of academic staff by supporting research, international collaboration presence in the international educational and research bodies, clear programme for the development of the discipline in the country
- Please answer these questions about your country and then about the situation in Europe/ the world.
- If you present a positive picture about your country tell us why in your opinion others do not succeed. If you present a negative one, tell us why do you think others succeed.

Now

- **Activities to enforce General Practice / Family Medicine around Europe**
with Delphi Method through discussions and questionnaire with EURACT Council Members

Specialist Training (ST)

Katarina Stavric, Chair

No slideshow presented.

CME/CPD

Jachym Bednar, Chair

CPE/CME Committee – activities
Skopje 2014 – 2- slide – 5 - minute presentation

- details of progress made since the last meeting:

A:CPD/CME **3 pillar documents** put into newly created CPD/CME virtual area in Euract website

-<http://www.euract.eu/archive/viewcategory/26-cpd--cme>

1. a [E-portfolio \(unpacked version\)](#) - new
- 1.b [E-portfolio](#) – new
2. [the reference list “Methods of Continuing professional development”](#) - new
3. [Make Your Personal Learning Plan - CPD manual](#) - old pillar document

B: CME/CPD in General Practice/Family Medicine – Dynamic Interactive Database was launched in 2013:

(the same website area)

Each country representative in EURACT is responsible to complete and update data for his/her country on the relevant webpage
Data concerns accreditation, certification, licencure - there are some countries non – cooperating in completion of data

C. literature about CPD/CME teaching/learning, to sort it out, to choose the best 10 books or sources recommendable and to hang it up to website – done

D: Euract workshop in Lisboa :

Workshop we have submitted to 19th WONCA Europe 2014, with number 1379, entitled

'Provision of the healthcare to ethnic minorities and migrants - developing of the model of culturally responsive healthcare in the European Union, has been accepted.

E: [Dropbox for Committee members .Dropbox/Euract/ CPD/CME folder](#)

CPE/CME Committee – activities
Skopje 2014 – 2- slide – 5 - minute presentation

objectives to be tackled in the present meeting :

1. Brainstorming among the council members to have the inputs for our Committee tasks in the near future. To select 2-3 for working.
2. To discuss about possible research project in the field of CME/CPD. (Can it be about taking care of minorities?). We already started with the topic, I think it would be logic to continue....
3. Possible new topic for next Wonca Europe
4. How to evaluate impacts of CME/CPD – making the literature review (home work)
5. **short overview of the methods used in CPD/CME, advantages / disadvantages of each, suitability, appropriateness of each**

Just for attention to all!

New (2012) internet journal on CPD/CME <http://www.jecme.eu/index.php/jecme>, it would be suitable to contact them and to publish there

Member services (MS)

Esra Saatci, on behalf of Denise Alexandra, Chair

Member Service Committee



Member Service Committee

- Preparations for WONCA Europe, Lisbon 2014 (booth, 1 symposium and 4 workshops – 1 from each committee + Leonardo)
- Cancellation of Level 3 Course
- Bled course 2014 (selection of 5 sponsored places)
- Newsletter
- EUPA document
- Janko's reply to Jordanian colleague's request
- Bruce's letter to CNGE
- Dimitrios' letter to Cypriot EURACT members
- Roar's contact with Icelandic colleagues
- Host for level 1 International course 2015
– Georgia?

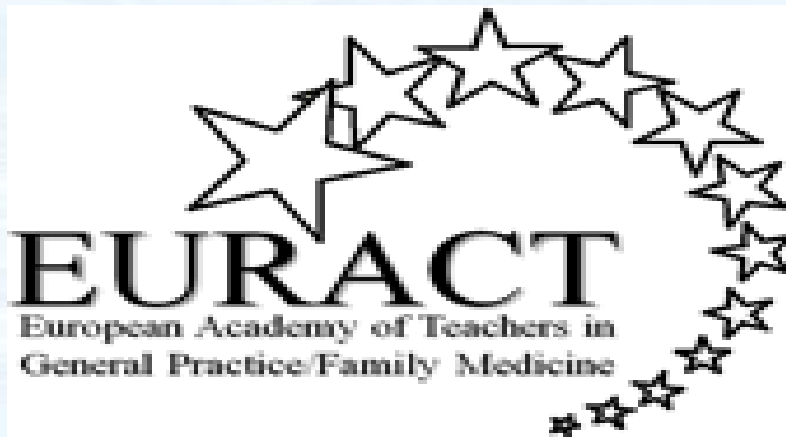


Appendix 3: Updates on task groups' work since last meeting

Website task group

Darach O' Ciardha, Chair

Website (and SoMed) Taskgroup – Skopje 2014



Items for discussion

- Update Joomla – assessment of cost from Webmaster
- Developing website to accommodate Leonardo Project requirements
- Reconsider offer from WONCA Europe for migration
- Results of brief Website survey
- SoMed
- Password protection of EURACT



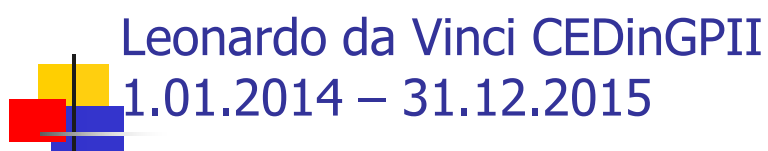
Educational Research task group

Jan Degryse, Chair

No slideshow presented.

Appraisal of GP Teachers – introduction to new task group

Janko Kersnik



Leonardo da Vinci CEDinGPII

1.01.2014 – 31.12.2015

PARTNERS

- College of Family Physicians in Poland - **Promoter**
- ZiZ Education Centre - **Coordinator**
- EURACT
- Institute for Development of Family Medicine, Slovenia
- Danish College of General Practitioners, Denmark
- University of Tartu, Estonia
- Vienna Medical Academy, Austria

AIM

Development of GP/FM teachers competencies appraisal process to ensure greater harmonisation and convergence of the GP teachers competencies at the European level by provision of properly evaluated, high quality and formally accepted tools for appraising teachers competencies



Tangible outcomes:

TANGIBLE OUTCOMES:

- Document describing the process of appraising the level of expertise – Dec2015
- Template for use in the appraisal of portfolios – Sept2014
- An electronic portfolio of evidence of teaching performance – Mar2015
- A handbook for appraisers – Dec2015

KEY ACTIVITIES:

- 2 Surveys on current procedures
- Review of medical education literature
- EURACT Council & Task Force sessions
- Experts invitational workshop May2014
- Appraisers workshop Oct/Nov2014
- Participants workshop Feb2015
- Workshops at Wonca Europe Conferences 2014 & 2015
- Testing the portfolio



Teachers' appraisal Task Force

TASKS FOR SKOPJE

- What should be the methodology of overall assessment?
- What types of evidence should be used?
- Who should be potential assessors?
- How to train assessors?
- How to ensure/measure validity and reliability of the assessment?

FURTHER MEETINGS

- What level of competences should we assess (Novice – Competent – Proficient – Expert)?
- In how many domains do applicants have to demonstrate that they are expert? Are some more important than others?
- What are the relevant indicators and criteria for specific competence domains?

Appendix 4: President's Report

EURACT Council meeting Skopje April 24-26, 2014

Since the last meeting in Tirana, Albania, Francesco Carelli invited me to speak at a national conference 4th Geriatrics in Primary Care in Venice October 19, where I introduced EURACT as an organisation that has policies on comprehensive care regardless of the patient age.

As Honorary Secretary I attended two WONCA Europe EB meetings in Maastricht December 6-8, and in Lisbon, March 28-30. EURACT representative is Roar Maagaard who gave reports.

With EB we kept our regular winter EB meeting in Vienna, where we reached an agreement on the new membership fees, some rationalisation in sponsoring etc., which can be seen from the report.

I took part in planning some activities for Continuing Educational Development and Harmonisation of Expert Teachers in General Practice/Family Medicine in Europe through a systematic process of quality improvement ACRONIM: CEDinGP-II. We invited 4 experts, EURACT members who were able to attend and offer their services to the project (Ilse Hellmann, Paula Vainiomaki, Francesco Carelli and Renzo de Gabriele) for the experts' invitational workshop which will take place in Tallinn 16 – 18 May 2014.

Because Yvonne van Leeuwen had to step down due to health reasons we run elections in The Netherlands and we will have new representative Nynke Sherpbier de Hann.

Janko Kersnik

Appendix 5: New EURACT members

Belgium

1. Nele Michels

Bosnia

1. Nedžad Havić
2. Srđan Ktavić

Bulgaria

1. Georgi Tsigarovski

Germany

1. Thomas Frese

Greece

1. Christos Sevastopoulos
2. Philip Richard Domeyer
3. Georgios Atmatzidis

Georgia

1. Miranda Tiginashvili

Italy

1. Claudia Felici
2. Alfonso Fiorillo
3. Maria Laura Tini
4. Laura Viotto
5. Giovanni Giacinto
6. Harris Lygidakis
7. Rossella Parisi

Malta

1. Susan Mallia

Norway

1. Elise Klouman
2. Jørn Tunheim Kippersund
3. Tove Gridset

Portugal

1. Fernando Alcino da Silva Lopes
2. Joao Pedro Santos Alves da Silva

Republic of Macedonia

1. Marta Tungeva
2. Vesna Petrovska
3. Tatjana Vucidolova
4. Slagan Stevcevski
5. Svetlana Stojkova

6. Kiril Soleski
7. Snezana Trencева
8. Miroslava Dimevska Sevcenko
9. Todosiev Natasa
10. Stojmenovski Dimitar

Romania

1. Sandra Adalgiza Alexiu
2. Daciana Toma
3. Cristina Isar

Slovakia

1. Romana Compagnon
2. Dana Buzgova
3. Patricia Eftimova
4. Michaela Machacova
5. Monika Paluškova

Spain:

1. Juan Vincente Quintana Cerezal

Sweden

1. Monica Ilisei

The Netherlands

1. Margit Vermeulen

Turkey

1. Ugur Bilge
2. Hulya Cakmur
3. Irfan Sencan
4. Akin Dayan
5. Ramazan Tetikcok
6. Engin Burak Selcuk

United Kingdom

1. Kirsty Baldwin
2. Mike Tomson
3. Karen Bradley

All together: 52 new members.

Appendix 6: EURACT 2013 Budget, Audit reports for 2013 and updated Membership fees paid for 2013

The New Rules and EURACT Financial Report Spring 2014

Esra Saatci
24-26 April 2014, Skopje Council Meeting

- The new rules applies from **1 January 2014** onwards and will help Honorary Treasurer maintain financial balances and distribute resources in a transparent manner so that EURACT members benefit optimally from meetings and courses while maintaining the principle of equity.

• Council meetings reimbursement for low income countries

Council meetings reimbursement for low income countries

- A Council Member from a low income country is eligible to be reimbursed part of the travel and accommodation costs to attend regular Council meetings. The details of the reimbursements are as follows:

Council meetings reimbursement for low income countries

- Council members eligible for the reimbursement of travel expenses must carefully find the cheapest solution.
- Before the meeting they have to declare the means of transport and provisional costs for approval by the Honorary Treasurer.

Council meetings reimbursement for low income countries

- After travelling they have to present claim forms with the original document of payment, ticket and boarding passes of the flights attached.
- If these actions are not carried out, the HT can withhold reimbursement.

Council meetings reimbursement for low income countries

- It must be emphasized that the amount reimbursed will correspond with ticket fare shown on the document regardless of any excuses.

Council meetings reimbursement for low income countries

- The accommodation in the hotel chosen by the local organizer will be covered **100%** for up to three nights.

Council meetings reimbursement for low income countries

- As from **1 January 2014** the costs of travel to the CM for the rep of the eligible countries will be reimbursed **up to 75%** of the actual cost incurred as demonstrated by air, train or bus ticket if the budget for that meeting allows it.

Council meetings reimbursement for low income countries

- In agreed cases, when approval of a Honorary Treasurer is sought before the trip, **0,20 euro per actual kilometer** can be reimbursed up to the cost of the cheapest air ticket available for the same route at the time of Council meeting, if a Council member travels in his/her own car.

Council meetings reimbursement for low income countries

- As from **1 January 2014** the total budget for reimbursement of the attendance of rep. of low income countries for CMs is limited up to **maximum 2500 euros total** per every Council meeting.

Council meetings reimbursement for low income countries

- As from **1 January 2015**, yearly reimbursement of travel costs to the CMs for the rep of the eligible countries will be capped **to double** the amount of the total membership fees paid by that country that year.

• **EURACT Courses sponsorship**

EURACT Courses sponsorship

- EURACT Courses sponsorship is a matter of open bidding after an EB call which sets the rules for each course and applies for all EURACT members from all EURACT countries.

EURACT Courses sponsorship

- For a EURACT member to be eligible for EURACT Courses sponsorship, his country should have a minimum number of at least 10 EURACT members.

EURACT Courses sponsorship

- A EURACT member can get a EURACT sponsorship for EURACT courses not more than once in two years.

EURACT Courses sponsorship

- The national representative is not eligible for EURACT sponsored places, unless there is a lack of other applications.

• **The New Membership Fees for EURACT**

The New Membership Fees for EURACT

- During the EB Meeting, the fee categories were reformed as seen in the table below.
- Fees are based on the country gross domestic product (GDP) at purchasing power parity (PPP) per capita (PC) as estimated by the International Monetary Fund (IMF).

The New Membership Fees for EURACT

- Changing the fee categories to 5 from 4, with the countries per category being:
- 10 euro: 5 countries
- 20 euro: 11 countries
- 30 euro: 7 countries
- 40 euros: 6 countries
- 50 euros: 13 countries

Table: Membership Fees 2014

Countries with GDP at PPP pc of <10,000 USD (fee of 10 euros)	ALBANIA, BOSNIA&HERZEGOVINA, GEORGIA, MOLDOVA, UKRAINE
Countries with GDP at PPP pc of 10,000-19,999 USD (fee of 20 euros)	BELARUS, BULGARIA, CROATIA, HUNGARY, LATVIA, FYR MACEDONIA, MONTENEGRO, ROMANIA, RUSSIA, SERBIA, TURKEY
Countries with GDP at PPP pc of 20,000-24,999 USD (fee of 30 euros)	CYPRUS, ESTONIA, GREECE, LITHUANIA, POLAND, PORTUGAL, SLOVAKIA
Countries with GDP at PPP pc of 25,000-34,999 USD (fee of 40 euros)	CZECH REPUBLIC, ISRAEL, ITALY, MALTA, SLOVENIA, SPAIN
Countries with GDP at PPP pc of >34,999 USD (fee of 50 euros)	AUSTRIA, BELGIUM, DENMARK, FINLAND, FRANCE, GERMANY, ICELAND, IRELAND, NETHERLANDS, NORWAY, SWEDEN, SWITZERLAND, UK

Non-paying countries

- There are 7 countries that have not paid their membership fees for 2013.

Non-paying countries

Country	Expected total membership fee (Euros)
Belarus	20
Cyprus	2050 (NO REP)
France	50 (NO REP)
Germany	1050 ?????
Iceland	200 (NO REP)
Israel	300 (only nat rep paid)
Lithuania	385 (only nat rep paid)
Total	4055

EB Winter Meeting Report

- Auditing before the General Meeting in Skopje – 2 EURACT members to be determined:
- EB agreed to propose
- Filipe Gomes (Portugal) and
- Athanasios Symeonidis (Greece)

Audit Report-1

- To EURACT EB
- To EURACT Secretariat
- Dear friends and colleagues
- After my nomination as Auditor to EURACT accounts, on the 18th January 2014, which I gladly have accepted, I am now to present the respective report, to be presented before the EURACT General Meeting to be held in Skopje, FYR Macedonia, the next 24-26 April.

Audit Report-1

- After carefully reviewing all the accounts referring to 2013, I found no errors or mistakes whatsoever.
- The current balance, referring to the 31st December 2013, shows a total surplus of 65 132,72 €. This balance is correct.

Audit Report-1

- I did not find the need to ask for clarification on any issue.
- Therefore I state that all the accounting referring to EURACT finances for the year 2013 is correct and needs no further action.
- With my best regards
- Portimão, Portugal, the 13th April 2014
- Luís Filipe Gomes

Audit Report-2

- Firstly, I would like to thank EURACT EB for nominating me, as auditor of its accounts, at the Vienna EB meeting.
- After the audit of the EURACT accounts I'd like to report the following :

Audit Report-2

- In general all accounts are held in order, they are correct and accurate.
- There is adequate evidence for each item.
- Every item is clear and understandable.
- There is no reason to reject or revise the accounts.

Audit Report-2

- As a conclusion, I propose to the EURACT EB and Council **to accept** the report and accounts that are presented by Hon. Treasurer.
- With kind regards
- Athanasios Simeonidis

INCOME 2013

INCOME	EUROS
Membership fees 2013	16.214,77
WONCA Europe subsidies	8.000
CEDin project	7.512,47
Transfer IN	10
TOTAL	31.737,24

Details of the membership fees

Country	Euros
Albania	50
Austria	25
Belgium	1050
B&H	540
Bulgaria	220
Croatia	500
Czech Rep	400
Denmark	550
Estonia	350
Finland	650

Details of the membership fees

Country	Euros
Georgia	240
Greece	735
Hungary	105
Ireland	750
Israel	50
Italy	325
Latvia	120
Lithuania	35

Details of the membership fees

Country	Euros
Macedonia	100
Malta	442.5
Moldova	100
Montenegro	60
Netherlands	1200
Norway	650
Poland	490

Details of the membership fees

Country	Euros
Portugal	1330
Romania	480
Russia	240
Serbia	460
Slovakia	210
Slovenia	725

Details of the membership fees

Country	Euros
Sweden	700
Switzerland	950
Turkey	1070
Ukraine	60
UK	252.27
?	140
TOTAL	16.214,77

EXPENDITURE	EUROS
Vienna EB meeting January 2013	2.745,69
Secretariat expenses	6.000
Reimbursement for 3 countries for Graz Council meeting 4-6 April 2013	2.873,9
Reimbursement for 4 countries for Tirana CM 3-5 October 2013	2.181,2
Secretariat to Graz and Tirana	537,02
Bank commission	183,29
Printing&transportation	549,80
Web page	1.167
L2 Skopje course 2014 (12 places)	7.500
Bled course 24-28 September 2013 (3 places)	3000
L3 Graz	1.055,80
TOTAL	27.793,70

- Difference: -3.943,54

BALANCE 2013

- 65.132,72 EUROS

- EURACT
- Predicted budget 2014

INCOME 2014 (predicted)

INCOME	EUROS
Membership dues	24.019,77
Wonca funding	7.000
LdV Project	6.900
Total	37.919,77

EXPENDITURES

EXPENDITURE	EUROS
Vienna EB meeting January 2014	2.174,81
Secretariat expenses	6.000
Reimbursement for 4 countries for Skopje CM 24-26 April 2014	2.500
Reimbursement for 5 countries for Porto CM autumn 2014	2.500
Secretariat to Skopje and Porto	2.200
Bank commission	200
Printing&transportation	500
Web page	1.500
Wonca Europe Lisbon July 2014	1.000
LdV Project	21.563
Bled course September 2014 (5 places)	3.000
Newsletter	1.000
TOTAL	42.637,81

- Difference: - 4.718,04

BALANCE 2014

- **60.800,61 EUROS (13 April 2014)**

- Thank you for your attention

Appendix 7: Report of Leonardo EURACT Level 2 Teachers' Course, Skopje, 3-5 April 2014

In the period from 3 to 6 of April Center for Family Medicine, Medical Faculty Ss Cyril and Methodius University of Skopje was a host of Leonardo EURACT course level 2 for trainers in Family medicine. The Course for a second time was conducted by Prof Justin Allen, Prof. Igor Svab Prof. d-r Egle Price and Prof. d-r Roger Price. 26 experienced teachers in family medicine from Slovenia, Croatia, Serbia, Macedonia, Slovakia, Romania, Malta, Turkey and Finland attended the course. 12 participants (3 from Macedonia, 2 from Croatia, 3 from Serbia, 3 from Turkey and 1 from Slovakia) were sponsored by EURACT.

3 days of intensive work in small groups with mentors in safety environment result in successful course. The participants have got skills and knowledge in small groups leadership and facilitation, how to manage problematic trainees, use of consultation as a teaching opportunity and how teachers to convert learning outcomes from curricula in real teaching session. This course created great friendship between the participants who achieved new skills and fresh ideas how to improve teaching of family medicine. They will have an opportunity to replicate and disseminate the course level 2 in their countries on their native language.

This course also offers experience of the beauty of Skopje and surrounding. The participants had opportunity to fill Skopje, the old bazaar and Ss. Spas, as well the beauty of Canon Matka settled near Skopje, taste the Macedonian food and vine and dance Macedonian folk music.

The overall feedback from participants as well as from teachers was positive which support the efforts of EURACT to continue with the courses towards building an international network of teachers experts in family medicine.

Local organizer

As.prof.d-r Katarina Stavric
EURACT Council member

Appendix 8: Reports from committees

Basic Medical Education (BME)

Francesco Carelli, Chair

Present: Natalia, Ilse, Mira, Valentina, Stefan, Francesco

Absent: Djurdica, Howard, Jana, Markku. - Givi arrived later so to use a cheaper flight 😊

The EURACT Statement on Family Medicine Undergraduate Teaching in all European Universities, after having being finalized in Autumn 2013, was approved by Executive Board, and presented to the Council , according to the report to Council in Tirana. The Council approved it and this Statement is since 28th April 2014 officially on EURACT website and can be used for all national needs.

The Committee discussed how to go forward on a research named “Activities to enforce family medicine around the Europe “from what was done in plenary as first round and big brainstorming in Tirana. It is the logical consequence after having produced the minimal core curriculum for undergraduate teaching for family medicine and the following mapping of the situation of undergraduate teaching all around Europe.

More than 60 items came from the brainstorming in Tirana, reduced to 50. The second round is done by email to rank proposals according to Delphi methodology. There are 4 general questions as introduction, so to try to divide according the national general development.

27 answers soon arrived till now 27th April. We’ll analyze the collected data as they will be completed in short time so to point limited number of items really relevant for the majority of respondents.

Also, we need to come back to discuss and what we mean about some proposed items and to explore criteria when divided in 3 groups according to the medium national development.

We are realizing that the topic is complex, driving to more topics as research, with a really multifaceted situation also inside the national contexts.

We invited to send comments and suggestions to zarbailovnatalia@gmail.com and to send articles and papers connected to this research.

All Committee’s members will cooperate in between so to be able to use space in plenary during the Council Meeting in Porto. This space will be asked to the Executive Board in due time.

Francesco

EURACT Council, Basic Medical Education Committee

Specialist Training (ST)

Katarina Stavric, Chair

Present: Katarina Stavric (Macedonia) - chair, Eva De Fine Licht (Sweden), Jan Degryse (Belgium), Dolores Fores (Spain), Llukan Rrumbullaku (Albania), Darach O' Ciardha (Ireland), Peter Prydz (Norway), Jo Buchanan (UK)

Approved Absent Inguna Locmele (Latvia), Mario R Sammut (Malta) and Roar Maagaard (Denmark).

Agenda

Election of a new chair

Work on producing Statement on assessment in Specialty Training for Family medicine

Miscellaneous

- ST database

The Agenda was accepted by all members.

Item 1:

Katarina present that the Committee didn't work during two meetings as a result of her overload of activities, and she ask should the members elect a new chair. After the discussion, it was accepted that Katarina will continue to be a chair with help of Jo as her assistant.

Item 2:

The members start to work on the existing document on assessment and further develop the statements. The appendices were defined and the tasks were delegated. Jo will prepare the glossary; Jan will prepare the template for methods of assessment.

Darach created ST folder in drop box, so all important documents and publications can be stored there.

Jo reviewed the Statement document.

Item 3:

Katarina stress that the ST database is not very clear if someone want to find information about the specialisation. It was stress by Eva also. The idea to require a written text of ½ page about the specialisation training from all council members till the next meeting was supported by the members of the Committee.

Future activities:

- Jan will send preliminary template for methods to the members of the Committee to prepare this appendix of the statement document
- Katarina will send a request to all council members to write a ½ page about the ST in their country: duration and the scheme of the vocational training, assessment of the trainee during the vocational training and the components and the organisation of the final exam if it exists.
- Katarina will remind ST committee members every 2 months

Meeting lasted from 10:30 - 12:30.

Katarina Stavric, chair

CME/CPD

Jachym Bednar, Chair

Participants: Elena Frolova, Ruth Kalda, Jachym Bednar, Zaim Jatić, Sonata Varvuolyte, Razvan Miftode

Welcome:

1. Short Information about progress made since Tirana completely described in 5 minutes 2 slide presentation – accessible in shared Dropbox CPD/CME folder – Jachym/Ruth
2. Jachym was approved to take charge of leading this committee as a chair by present members
3. Workshop WONCA 2014: Provision of the healthcare to ethnic minorities and migrants - developing of the model of culturally responsive healthcare in the European Union, in Lisbon, will be presented by Euract - CPD/CME committee
4. Discussing this topic – migrants health issues: Goals of the future work: A) identifying learning needs (research project- survey among family doctors of different countries) B) Creating learning / teaching methodology about how to teach migrants health issues Regarding the migrants health issues our partial contributions to research and survey/ questionnaire:

Jachym.....general overview, coordinating

Ruthdescription of different health care habits and beliefs of migrants (literature review)

Elena.....to formulate research question for research study about educational needs of physicians from different countries in the field of migrant health

Zaim..... official documents related to migrants health care regulations - review

Sonata.....official documents related to migrants health care regulations – review

Razvan.....morbidity of migrants review

All of us to figure out 3 questions out of 15 questions to be made for survey on this topic

5. At this Euract Council meeting (24.4. 2014 - Thursday afternoon) CPD/CME committee organized small group discussion about CPD/CME future within Euract: 3 questions were put,

check photo copy in Dropbox (photos from Skopje), answers were written down onto flipchart and photocopy of 2 out of 3 was made by Jachym (the 2nd answer he missed 😊) and put into Dropbox photo folder, most important question chosen by us No.3: evaluation of CPD/CME impact , which criteria should be used ?

6. This 3rd question evaluation of CPD/CME impact, which criteria should be used?

Zaim to do literature review of this topic

7. Discussion about publishing Article about re- certification – Ruth will arrange it
8. E-portfolio – which software to choose to create and provide functional template by Euract to members and visitors , to discuss with Adam Windak, he is solving similar problem within LdV project (evidence of teaching performance)
9. Discussing CPD and CME differences, proposal of Ruth to change the name of our committee to only CPD – that is more broad in meaning and includes CME as well. It was decided that probably this is too early and needs wider approval.
10. Is it time to have position paper about CPD/CME similar to Euract Educational Agenda, EUPA, European Definition of GP? to contact EB – Ruth, Jachym
11. forgotten topic from Tirana Jachym ´s proposal made-up after comeback to home : draw committee members attention to new (2012) internet journal on CPD/CME
<http://www.jecme.eu/index.php/jecme> , it would be suitable to contact them and to publish there ?
F.e. inform there about data from our DD ? Etc.

Member services (MS)

Esra Saatci, Acting Chair

Present: Janko, Adam, Esra, Liljana

Missing: Denise, Dimitrios, Bruce

1-Letter from Jordan

Janko replied. (From the MSC minutes in Tirana Council Meeting: A Jordanian colleague sent an email stating his interest in joining EURACT. Jordan does not belong to the WONCA Europe region).

2-Countries with no representatives

France, Iceland and Cyprus

Bruce, Roar and Dimitrios, respectively, will continue to contact them and try to get some feedback. Another option is to contact with the university departments or try to find new contact persons. The aim is to increase the number of members especially in France and United Kingdom.

3-Educational Conference

The first rule is it will be in Autumn 2016

The second rule is it will be in Dublin, Ireland.

In two weeks time the president of the Irish College will be elected and in four weeks time Irish College will inform us if it is possible or not. Free facility in Trinity College will be possible up to 200 persons. We should have the program to attract attention of the Western countries, colleges and societies, and academicians. It should be regular and scientific two full day meeting.

If the response is negative then we will approach to another country.

4-Preparations for Wonca Europe Conference in Lisbon

The booth will be shared with Wonca Europe and booth costs will be shared with Wonca Europe. We will have representatives, leaflets, and candies and one poster (may be about Bled course). Denise will prepare the rotation timetable for the booth. We will have one informative meeting and three workshops (Adam-new LdV project, Jachym-CME/CPD, Stefan & Janko - EUPA). We will also have materials of display (Newsletter, EUPA, EEA, Framework, LDV and Bled course materials). It was decided that we need a permanent list for each Wonca Europe conference.

5-Newsletter

The Newsletter should be informatic, regular and practical. We had one issue in 2010, three issues in 2011 and one issue in 2013. We will produce a new informative messenger and Ruth will be the editor of this new informative messenger. After each council meeting, each committee and task force and presenter during the council meeting has to submit a short message summarizing the activities. All council members are invited to report on breakthrough issues on teaching and send it to Ruth. Ruth will come with the new draft by the end of May 2014.

6-EUPA

It is ready and Stefan will cover the expenses for printing. Only the cost of design will be covered by EURACT budget (maximum 1000 euros). We may have electronic pdf printable version in the webpage.

7-EURACT Bled Course

In 2014 the theme for the Bled course will be “Learning and Teaching about the Scope and limits of General Practice”. The course will be held 24 to 28 of September 2014. We will have five sponsored participants (one from each category). The sponsorship application forms are ready and Esra will distribute to you to announce your country members.

8-Leonardo Courses

- L1 course 2015 Georgia
- L2 course 2016 ???? (Slovakia) (Montenegro) (or any other countries?)
- L3 (discussed in Business Meeting)

9-Non-attending Council members

Warning letters will be sent to Belarus and Finland as they did not appear during two consecutive meetings (Tirana and Skopje).

Esra Saatci

Appendix 9: Reports from task groups

Website task group

Darach Ó Ciardha, Chair

Also in attendance Jachym Bednar, Mario Sammut, Katarina Stavric, Razvan Miftode

The following were discussed in the Task Group:

1. Website survey
Some interesting results were noted including 80% of Council members use the website once or twice per month, 60% find it moderately interesting, 25% find it very interesting, 70% find it moderately user-friendly, 55% not aware of EURACT member experience, 55% believe certain area should remain restricted, 35% believe it should be opened up. It was decided that a survey of members might also be useful and help shape the restriction debate, this survey could be distributed through the national representatives.
2. Discussions continued around whether to migrate (to WONCA Europe) or upgrade. There is a strong prevailing resistance amongst Council to migrate and it was felt that more information is required from both our webmaster and from WONCA Europe. Also need to be aware of required changes to accommodate Leonardo project.
3. Dropbox is being explored as a tool for information exchange. The group felt a manual could be produced to guide members in its use.
4. It was discussed to try and make the website more interactive with greater use of video, starting with the Experts in "Ask the Expert" introducing themselves with a short clip.
5. It was discussed that the potential for Twitter use could be further examined and perhaps to re-circulate the previous Twitter SWOT analysis.
6. It was discussed that the online registration process could be done electronically, in a process where the application was held in quarantine until approved by the National representative.
7. It was discussed that the Events section could be improved to show local events and for a better filter mechanism, example of GPBuddy.ie

Actions arising:

1. Members survey to be composed and distributed to Council for distribution to individual countries. (DOC)
2. More info to be obtained on migrate or upgrade option. (DOC)
3. Dropbox manual. (Jachym)
4. Introducing video to "Ask the Expert". (DOC)
5. Improve events. (DOC)
6. Re-circulate Twitter SWOT analysis (DOC)
7. Add Twitter box to homepage. (DOC)
8. Produce electronic application process. (DOC)
9. Discuss open PDF with Jo Buchanan (DOC)

Educational Research task group

Jan Degryse, Chair

It was decided that we will continue to focus on scrutinizing the literature and on producing literature reviews to be published in the EURACT newsletter. Some of the themes that were addressed during this meeting (amongst others) were: Effectiveness of a training program in supervisors' ability to provide feedback on residents' communication skills, Factors influencing the effectiveness of multisource feedback in improving the professional practice of medical doctors: a systematic review, And Data dredging, salami-slicing, and other successful strategies to ensure rejection: twelve tips on how to not get your paper published.

Also ready to use "off the shelf" binders with a selected articles will be made available for interested EURACT member. The following themes have been selected for these binders: research methods, portfolios and reflective learning, assessment methods and curriculum development. To be continued...

Appraisal of GP Teachers task group

Jo Buchanan, Chair

Leonardo project: Appraisal of GP Teachers

Report of task group held at EURACT Council Meeting 26th April 2014

Present: Adam Windak [Poland], Mira Kis Veljkovic [Serbia], Peter Prydz [Norway], Llukan Rrumbullaku [Albania], Esre Saatchi [Turkey], Eva de Fine Licht [Sweden], Jo Buchanan [UK], Roar Maagard [Denmark], Ruth Kalda [Estonia], Janko Kersnik, Chair [Slovenia], Francesco Carelli [Italy]

Adam started the meeting by outlining the project and its purpose, which is to produce a proposal for the assessment of teachers of general practice. There are seven partners in this project, including EURACT. The competence framework used for the Leonardo course for trainers in family medicine will form the basis for the assessment process.

The meeting started with a review of the current arrangements for the assessment of teachers in the eleven countries represented [See appendix]. The conclusion from this was that there appears to be very few countries that currently have a formal system for the assessment of teaching, but that there was a need to do this. It was agreed that the project was therefore a useful and timely one.

The basic principles of how this assessment should occur were discussed. It was envisaged that an individual would present evidence that would demonstrate how the competencies were being achieved. This would be submitted for peer review and a decision reached as to where the teacher was on the spectrum Novice, Competent, Proficient, Expert.

Individual countries may choose to adopt the process completely, others may wish to adapt it to individual needs. This latter option should be available, particularly to the partners in the project. In those countries that do not adopt it, there should be an option for EURACT members to participate in it, independently.

The choice of reviewers was discussed – they will need to speak the same language as the teacher, so they can understand the evidence. Training will be required for reviewers. It was agreed that one reviewer could do this work, if there was in addition a process of quality assurance of a sample of the reviews.

A brief discussion was had about the data set – the only conclusion reached was that this should include feedback from students/trainees. The importance of recognising that feedback does not always have to be positive was discussed – the quality of reflection on the feedback is more important than the fact that the feedback is uniformly positive. The discussion on content will be continued at the next council meeting.

The 'Open PDF document' is an attractive medium for the presentation of evidence as it does not require website maintenance, can be translated into different languages and can be adapted to individual country requirements.

It was agreed that Jo Buchanan would chair future sessions of the task group.

Appendix

Summary of assessment methods in countries represented at the task group

Ruth (Estonia): There is appraisal in Tartu University based on students' opinion. Every student has to give an opinion at the end of the course. All of them are collected by special department and summarized.

Mira (Serbia): Only at the end of the courses there are evaluations, but they do not influence an individual assessment of the teacher.

Adam (Poland): No formal appraisal process on the national level. Each university is responsible for its own process. Mostly it relies on assessment of scientific achievements, although some information about educational activities are also collected and assessed (very subjectively).

Roar (Denmark): The university is responsible only for student's education. There is no formal appraisal of this. 90% takes place outside of the university (no formal appraisal). In specialist training some appraisal occurs: you must take a 2 day course as a start / and have a refresher each 5 years. All trainees evaluate their training in GP and if this evaluation is bad you might be taken off the list of trainers.

Jo (UK) Annual appraisal by a peer takes place as part of the revalidation as a doctor this covers all areas of practice, including teaching. Evidence to support all activities is presented to the appraiser for peer review either in an e-portfolio or in an open pdf document. The open pdf document allows evidence to be attached in the same way as an e-portfolio but does not require the maintenance of a website. Individual educational establishments will have specific ways of assessing teaching which provides the evidence to be supplied at appraisal.

Eva (Sweden): No formal requirements. Only informal information collected (like in Denmark)

Esra (Turkey): It is done only when the teacher seeks promotion.

Francesco (Italy): No formal process. At undergraduate level universities are responsible for it. It is mainly based on students' assessment. For postgraduate level regional councils are providing obligatory courses every three years. Nothing at CPD.

Lukan (Albania): At the university everything is based on research achievements. Evaluation of CME provision occurs.

Peter (Norway): Evaluation by students is a problem, which is difficult to solve. At postgraduate level trainees evaluate teachers at the end of training. This is considered to be valid and used systematically.

Janko (Slovenia): At the university evaluation is related to the scientific, educational and professional area. There is also qualitative evaluation by students, but it doesn't mean a lot. Trainers in the practice have to attend a special training every second year. Medical chamber give the rights to be a tutor, this is based on attendance.

JB/ 28.4.2014