

Reports of Standing Committees

**EURACT Council meeting
September 10–13, 2003
Leicester, United Kingdom**

Report of CME Committee

CPD/CME COMMITTEE 12th September 2003

Present: Filipe Gomes, Jan Heyrman, Eva Jurgova, Juliana Popa, Paula Vainiomäki (chair), Mladenka Vrcic-Keglevic, Bernardine Wanrooij.

Document implementation:

The main emphasis concerned once again the document CONTINUING PROFESSIONAL DEVELOPMENT IN PRIMARY HEALTH CARE – Quality Development integrated with Continuing Medical Education. The main worry was how to sell out this document to EURACT council. The committee listed following measurements to guarantee implementation:

1. Document distribution. Jan Heyrman has 150 copies available during the meeting, they are distributed among the council members. 300 copies available at Leuven.
2. Translation if needed. In Romania, the translation has been made, the process had been difficult. In Slovakia, an article has been published (Eva Jurgova). In Portugal the translation will be done in the future.
3. Applied articles in local GP papers should be published.
4. Presentation in conferences. A model for a workshop should be done (Paula Vainiomäki responsible)
5. Workshops in WONCA meetings (according to the model).
6. Collaboration and presentations in national colleges (Jan Heyrman responsible for model)
7. Collaboration with vocational training responsables
8. Influence on accreditation responsables. Model letters formulated by Jan Heyrman.
9. Next council meeting CPD group will ask: What have you done in your country to help CPD document implementation?

Amsterdam WONCA 1-4 June 2004:

Two workshop will be proposed concerning implementation of the document.

1. Mladenka Vrcic-Keglevic will be in contact with Luc Seuntjens and Margaret O’Riordan to have a joined workshop *CPD in the accreditation process*. Paula Vainiomäki will assist with the contact.
2. Jan Heyrman and Filipe Gomes will together plan a workshop: *Making your own learning agenda*.

CME and accreditation landscape

Second key informants have been recognised during this meeting.

Training the teachers in CME

This will be actual later on: how to facilitate, how to be a tutor, networking, peer groups etc.

CPD/CME organisers list

This list was questioned earlier for distribution of document, but it will not be needed now.

Paula Vainiomäki

Workshop model, 75 – 80 minutes

Aim

To present and collect ideas to support integration of CME and QI at local level

Objectives

- To highlight the policy document on CPD
- To draw examples from the document to illustrate practical examples of integration
- To involve the audience in discussing the concept
- To gather new ideas from the audience specifically in relation to integration at a local level

Method

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|---|------------|
| • Introduction of topic and presenters | 5 minutes |
| • Presentation on document contents and posing questions for small group work
Slides (by Paula Vainiomäki 11 Sept 2003) available at www.euract.org | 20 minutes |
| • Small group work
Divide audience into three or four small groups (size depending on numbers) to address the following questions
Have you had experience of integration of CME and QI activities in your local area?
If yes what worked well and what could have been improved?
(Each group to appoint recorder to report back on discussions to main group) | 30 minutes |
| • Report back to main group
(Remember to facilitate reporting back) | 20 minutes |
| • Conclusion | 5 minutes |

Report of Specific Training Committee

Minutes from Leicester, Sep. 12th 2003.

Present: Dolores Fores, Llukan Rrumbullaku, Roar Maagaard.
Absent: Margus Lember (chair), Fergus O'Kelly, Janos Szabo.

Presentation at the Leicester meeting Sep. 11th with UK-EURACT members (and other educators) about an European perspective was given by Roar. The new Danish training scheme was presented as an example.

Statement on Selection of Trainers and Teaching Practices. A paper presenting and introducing this statement document has been submitted to the European Journal of General Practice. We hope it will soon be published.

Trainee Assessment. The Committee presented a workshop at the WONCA Conference in Ljubljana: Margus gave an overview of the European situation based on the survey we conducted among council members in Vilnius; Dolores and Roar gave a situation report about the systems in Spain and Denmark; Fergus gave an Irish example on the use of video-recording of consultations as an assessment method. We think we had a successful workshop – especially the included intensive discussion with the workshop participants.

Next step to be taken: we will try to produce a document on assessment of GP Trainees. This is especially relevant in combination with the present work with the educational agenda derived from the new European Definitions – included in this education agenda will also be suggested assessment methods.

Approved plan for further work:

- a written presentation of our Council-survey is to be produced (responsible: Margus)
- a first draft of a theoretical presentation of assessment methods to be produced (responsible: Margus) – (Yonah Yaphe is asked to be helpful as a resource person and helping with references – and Yonah accepted!)
- advantages and disadvantages with different assessment methods
- formative and/or summative?
- early finding of candidates who eventually will (should) fail?
- who is doing the assessment?

The first two steps should be taken this autumn – before December 1st – and e-mail corresponding within the group should take place afterwards – preparing a discussion paper to be presented prior the Madeira meeting. At the Madeira meeting this paper is to be discussed within Council (we have asked for 30 minutes).

Responsible for chairing this process: Margus.

Selection of trainees. The discussion started in Dublin. In Ljubljana Justin Allen et al. presented a very interesting workshop about the selection methods used in Sheffield/UK. We think it could be very interesting to carry on with this work. Do we select the right doctors? Do they finish their training programmes? Do they end up as GP's? How do we select? Who selects?

The system in Spain (University exam), Denmark (personal interview) and Sheffield (very elaborated system – ref.: BMJ) were discussed as examples.

Action-plan: we prepared a template for a survey among Council members. Llukan will “polish” this template and circulate it among committee-members – and we plan (after approval by Igor!) to use the template as a framework for a short personal interview of all council members at the Madeira meeting.

(Roar Maagaard).

Report of Member Service Committee

Members: Egle Zebiene (chair), Athanasios Simeonidis, Justin Allen, Adam Windak, Igor Svab.

Development of the EURACT Training of Trainers course was carried during the Committee meeting, as well as pre-Council meeting. Summary of the previous activities was presented. AW continued coordination with Leonardo da Vinci project carried by Polish College of General Practitioners, and there was a strong feeling that financing for the course in amount of 10 000 EUR will be secured in nearest future. Application to European Society for additional funding of 3000 EUR was made by JA and EZ, decision is supposed to be made in September. EURACT EB has also decided to allocate 3000 EUR of our own resources for running the course.

Title: LEONARDO - EURACT COURSE

Time: May 12-16, 2004

Place: Near Krakow (to be specified later), Poland

Participants: 4 from each of selected countries: Lithuania, Poland, Slovakia, Czech rep., Latvia, Estonia

Course fee. There is no course fee or accommodation fee for the selected participants. Participants will be required to meet their own travel expenses only.

Requirements to course participants:

Able to run the course in their own country
 Support of teaching institution (to organize the course locally)
 Capable as teachers
 To be able to translate course materials into national language
 English speaking

Selection: Participants for the course will have to be nominated by the Council member, who is responsible for choosing candidates meeting the requirements. Applicants will have to present 1 page CV on experience on family medicine and family medicine teaching, and support letter from the teaching institution about further support to repeat the course in their own country. Council members may participate in the course themselves. If some the countries selected for participation in the course cannot provide **all four** participants, then this country will be replaced by another. CVs and support letters to be sent to Egle Zebiene before December the 1st.

Staff:

4 teachers: Yonah , Justin, Igor, Sakis
 Coordinators: Egle, Adam

Aim: At the end of the course participants will be able to teach colleagues how to teach family medicine in primary care environment.

Composition: 3 groups of 8

3 group leaders: Justin, Yonah, Sakis
 rotating observers: Egle, Igor, Adam

Timetable:**DAY 1**

<i>Time</i>	<i>Session</i>	<i>Content</i>	<i>Responsible</i>
16.00 – 19.30	Introduction		Adam + Justin
20 '		Formal introduction	
10 '		What is the course about	Adam
20 '		Ice breaker exercise	Justin
30'		<i>coffee</i>	
60'		Brainstorm session in small groups (What is a good trainer)	
20'		Formal presentation	Adam + Justin
10'		Discussion	
20.00 – 23.00		Get together party	Adam

DAY 2

<i>Time</i>	<i>Session</i>	<i>Content</i>	<i>Responsible</i>
9.00 -12.30	Practice organisation		Egle
5'		Introduction to the session, instructions etc.	Egle
45'		Organizing the practice for teaching (game in small groups)	Group leaders
30'		Theory of practice organisation	Egle
30'		coffee	
60'		Role-play of a difficult situation in training practice	Egle
20'		Reflection on the teaching process	Yonah
12.30 – 14.00		Lunch	
14.00 – 16.00	Educational theory		Justin
45'		Exercise: teaching in trios	Justin
30'		Presentation (stages of learning)	
45'		Exercise in groups	
16.00 -16.30		Coffee	
16.30 – 18.00		Relevance of teaching methods to my country	
5'		Instruction	
60'		Discussion in country groups	
30'		Plenary	
20.00 – 23.00		Dinner and social activities	

DAY 3

<i>Time</i>	<i>Session</i>	<i>Content</i>	<i>Responsible</i>
9.00 – 12.00	Learning styles and needs		Yonah
60'		Exercise on learning styles in groups	
30'		Formal presentation	Yonah
10.30 -11.00		Coffee	
30'		Recognition of learning needs. Brainstorming in plenary. What methods do you know	
30'		Presentation on theory on formative assessment	Igor
30'		Personal learning plan. Working in small groups	Group leaders
12.30 -14.00		Lunch	
14.00 – 18.00	Teaching methods		Sakis + Igor
15'		Teaching methods overview. What methods do participants know	Sakis
30'		Lecture on teaching methods	
60'		Working in groups. What is applicable in practice (SWOT).	Group leaders
30'		Presentation from groups plenary:	

16.15 – 16.45

Coffee

15'

Feedback as a concept in FM teaching (presentation) Igor

60'

Feedback role-play in groups

Group leaders

20.00 – 23.00

Dinner and social activities**DAY 4**

<i>Time</i>	<i>Session</i>	<i>Content</i>	<i>Responsible</i>
9.00 – 12.00	Designing the programme		Yonah & Igor
30'		Development of learning plan. Presentation	Yonah and Igor
90'		Developing a learning plan. Group work (>the first 28 days<)	Group leaders
11.00 -11.30		<i>coffee</i>	
60'		Presentations from small groups	Yonah and Igor
12.30 – 14.00		Lunch	
	Assessment and evaluation		Justin
30'		Quiz on terminology in groups	Justin
30'		Theory of assessment	Justin
30'		Designing program evaluation form	
15.30 – 16.00		<i>coffee</i>	
60'		Course design in country groups	
30'		Report on plenary	Justin
30'		Closing session	Directors
18.00		End of the course	
20.00 – 23.00		Farewell dinner	

Discussion about Leonardo-EURACT course revealed that Council members would like to know more about the course and its programme. It was decided that during the next meeting in Madeira more time should be allocated for that if possible, so Council members would have the possibility to have an explicit discussion on this topic, as well as other Committees activities. Also some concern was expressed why Latvia has been chosen for participation in the first course, not Hungary as it was suggested earlier. JA explained that if the country is not selected for the next year course, it means that it will be included into the next course, which may be run in one of the closer countries as Bosnia and Herzegovina, Albania or Romania. Latvia was included as a country already having a member in EURACT, and close to Poland, which is important for travel expenses, as they have to be met by participants themselves. Other localizations of the future courses for Latvian participants would be much more difficult to access. If Latvia fails to find 4 eligible candidates, Hungary will have the possibility to join the course in Poland.

Other activities of Member Services Committee

The decision of the Committee was made concerning the sponsorship of other courses. Training the trainers course in Bled will be continued on the same basis as before: 5 successful participants will have their conference fee and accommodation during the course covered by EURACT.

Due to problems in receiving the information about the course time and programme for CNGE course in Paris, it was decided to stop sponsorship for the CNGE course from the year 2004. For this year it would be continued as for previous CNGE courses.

During presentation of the Committee activities to the Council the opinion was expressed that other Council members should have the possibility to participate in selection of participants for EURACT-sponsored courses. The deadline for collecting applications is August the 1st, but there is no Council meeting between that time and course itself. For this reason procedure, approved by Council earlier, was that after collection of all the applications, summary is made by EZ and sent to the Executive Board. EB takes the final decision about sponsorship. After discussion in Leicester it was decided that after selection has been made, summary of selection procedure would be sent to all Council members, so they could reflect on it. This would ensure that Council members are more informed about the selection of candidates and may express their opinion on procedure or choice.

As this year not sufficient number of applications was received for the course in Bled, it was mentioned that Council members should be more active encouraging their members to apply for the course. Participation in well-organized international training the trainers course could be seen as the opportunity to stimulate teaching activities in countries.

Discussion was held on initiative of Danish College of GPs to have Junior Doctor Project during the WONCA Europe conference in Amsterdam, June 2004 (letter of prof. Wim Stalman, chairman of the WONCA Europe 2004 Scientific Committee). 30 participants from the Netherlands and 30 from other countries (3 from each country selected) will be invited to participate in the project. They will be paid conference fees, offered lodging and invited to the social events. Dutch College already selected 7 countries for participation: UK, Belgium, Germany, France, Denmark, Romania and Portugal. EURACT was invited to nominate other three countries, later Colleges of the countries will be asked to select participants.

EURACT was also asked to provide 6 group leaders for running evening sessions to junior doctors together with teachers from Netherlands. These should be selected from EURACT members planning to go to the WONCA conference anyway.

Decision of Member Services Committee was to select three nominees from CEE and Mediterranean countries, as these, by common opinion, were less represented in the Project. Countries having highest number of EURACT members will be selected during post-Council Executive Board meeting.

Action plan for Committee members:

1. Deadline for sending the course materials to EZ by EVERY trainer participating in the course is December the 1st.
2. Deadline for sending the applications for the course participants and support letters from the teaching institutions to EZ is December the 1st.
3. Summary of applications to be made by EZ and distributed among EB members by December 15th. Discussed during EB meeting in London.
4. YY to send to EZ »Stefan's list« about setting the training practice.
5. JA to send to IS materials on feedback, scenarios on feedback giving skills.
6. Evaluation of the course forms to be prepared by AW.
7. Abstract for workshop on the course for running it in Amsterdam to be made by AW and EZ and sent to JM for review by October the 15th.

Egle Zebiene