

Hippokrates Exchange Programme Template

1

**This document should be used as a record of your participation on a Hippokrates Exchange
Without this you will not be permitted to undertake an Exchange under the Hippokrates Exchange Programme, nor be issued with a
Certificate of Completion**



Hippokrates Exchange Programme

Step 1: Telephone Conversation

Telephone/Skype conversation takes place between Host & Visitor take place. It is the Visitor's responsibility to organise this.

This should happen 17 weeks before the exchange.

Step 2: Completion of the Learning Objectives by Visitor

The **Learning Objectives** should be completed by the Visitor. The Visitor should e-mail the **Learning Objectives** to the Host for review.

This should happen 16 weeks before the exchange.

Step 3: Completion of the Educational Programme by Host

The Host reviews the **Learning Objectives** and considers if they are appropriate. If so he/she devises an **Educational Programme**, signs the pre-exchange declaration and sends the documents to the Visitor.

This should happen 15 weeks before the exchange.

Step 4: Confirmation of proposed the Exchange

The pre-exchange declaration is then signed by Visitor and the **Learning Objectives & Educational Programme** documents emailed by the Visitor to the Visitor's National Exchange Coordinator for approval.

This should happen 14 weeks before the exchange.

If documents are in order the Visitor's National Exchange Coordinator will confirm that the exchange is going to take place.

This should happen 12 weeks before the exchange.

WITHOUT THESE STEPS THE YOU WILL NOT BE PERMITTED TO PARTICIPATE ON A HIPPOKRATES EXCHANGE

Step 5: The Exchange takes place

Step 6: Completion of Learning Outcomes & Final Report by Visitor

The **Learning Outcomes & Final Report** should be completed by the Visitor. These should be reviewed and the post-exchange declaration signed by the Host to confirm that the specified Learning Outcomes have been met. The completed form should then be sent by the Visitor to the Visitor's National Exchange Coordinator for approval.

This should happen within 1 week of the exchange.

Step 7: Completion of Feedback Forms by Visitor & Host

The relevant **Feedback Form** should be completed by the Visitor & Host and sent to both Visitor's and Host's National Exchange Coordinators.

This should happen within 1 week of the exchange.

Step 8: Certificate of Completion

The Host's National Exchange Coordinator should notify the Visitor's National Exchange Coordinator of any problems. The Visitor's National Exchange Coordinator must notify the VdGM Exchange Liaison Person that the exchange met the educational requirements of the Hippokrates Exchange Programme and send them a copy of the Final Report (exchange@vdgm.eu). Thereafter the VdGM Exchange Liaison Person will issue to the Visitor and Host their **Certificate of Completion**. *This should happen within 2 weeks of the exchange.*

Your Exchange enquiry details

Date of enquiry	
Date of your proposed visit	
Language(s) spoken <i>Please specify your level</i> <ul style="list-style-type: none">• <i>Beginner</i>• <i>Intermediate</i>• <i>Advanced</i>• <i>Fluent</i>	
Next of Kin: (Emergency contact)	
Do you have any disabilities your host should be aware of?	

Exchange Details

Name of Visitor:

Email of Visitor:

Country of Visitor:

Visitor's Home Address:

Name of Visitor's National Exchange Coordinator:

Email of Visitor's National Exchange Coordinator:

Name of Host:

Email of Host:

Country of Host:

Host Practice Address:

Name of Host's National Exchange Coordinator:

Email of Host's National Exchange Coordinator:

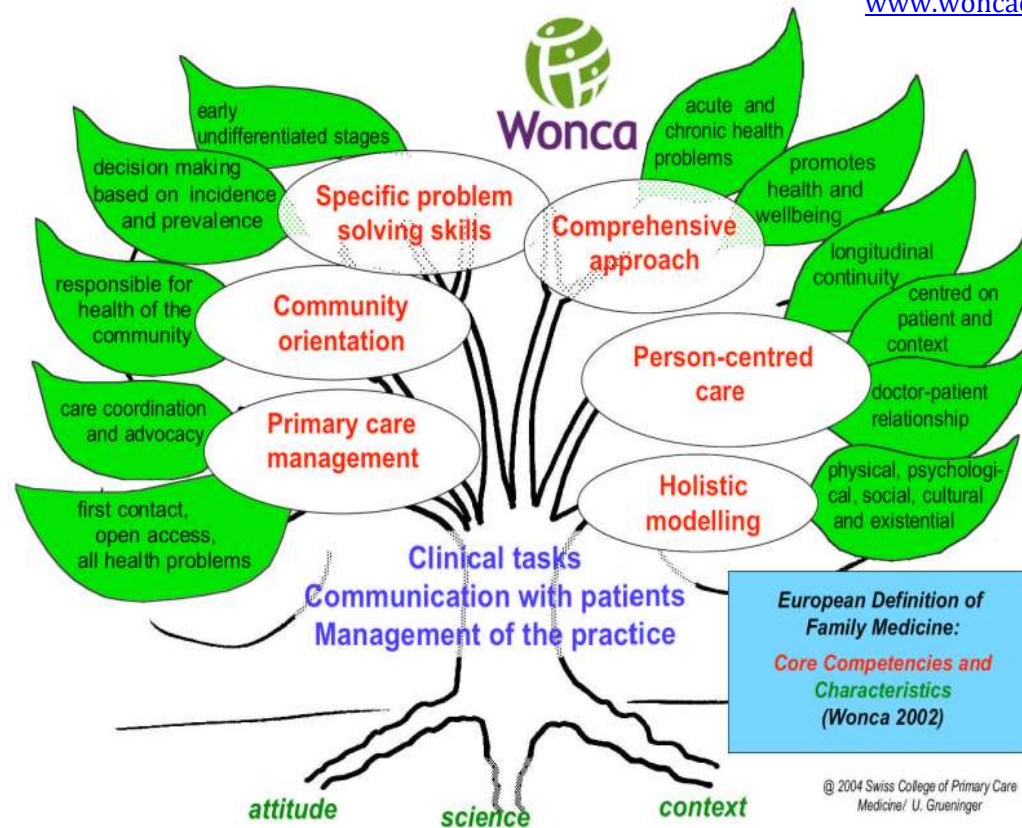
Learning Objectives

Learning objectives should be guided by the Visitor's own learning needs, their national vocational training curriculum, EURACT's Definition of General Practice, and need to be realistically achievable within the Educational Programme the Host can offer.

The Host is also invited to complete his/her own learning objectives, however is not required to do so.

The Learning Objectives template is based on European Academy of Teachers in General Practice's (EURACT) definition of a General Practice/Family Medicine. The diagram below outlines the core competencies and characteristics. For the full definition please visit:

www.woncaeurope.org/Definition%20GP-FM.htm



Learning Objectives

To be completed by the Visitor

Learning Objectives in Primary Care Management
Learning Objectives in Community Orientation
Learning Objectives in Specific Problem Solving Skills
Learning Objectives in Comprehensive Approach
Learning Objectives in Person Centred Care
Learning Objectives in Holistic Modelling
Additional Learning Objectives

Hippokrates Exchange Programme

Educational Programme

Educational Programme

Hippokrates exchanges are normally 2 weeks long, and should cover approximately 35 hour per week of exchange related activities.

The Educational Programme should offer:

- The visitor exposure to all areas of the host practice and vice versa. This can include clinical, administrative and managerial work.
- A programme which takes into consideration the Host's and the other members of the Hosting practice's learning objectives.
- An opportunity for the visitor to give a presentation on their own primary care system and training structure.
- An opportunity for the visitor to meet local trainees and where possible attend local teaching sessions.
- 1-2 hours per week for a tutorial between the visitor and host.
- All activity should be observational. For legal reasons under no circumstance should the visitor engage in any clinical or administrative work.

The Educational should be completed by the Host using the table on the following page of this document.

Hippokrates Exchange Programme

Educational Programme

To be completed by the Host:

Week 1: Date of first day _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Am					
Pm					

Week 2:

	Monday	Tuesday	Wednesday	Thursday	Friday
Am					
Pm					

Pre-Exchange Declaration

Hippokrates Exchange Programme

The **Pre-Exchange Declaration** should be signed once the Learning Objectives **AND** Educational Programme have been agreed by the Visitor and Host.

I confirm that the above named Visitor will be taking part on a Hippokrates exchange with the above named Host on the dates specified.

I confirm I have read and I am in agreement with the Learning Objectives & Educational Programme outlined above

Host	Visitor
Name: Signature:	Name: Signature:
Date:	Date:

This completed & signed document should now be sent to the Visitor's National Exchange Coordinator to confirm that the exchange will take place. The Host's National Exchange Coordinator should also be notified by the Visitor that an exchange is planned.

I confirm I have read and I am in agreement with the Learning Objectives & Educational Programme outlined above
Visitor's National Exchange Coordinator
Name: Signature:
Date:

After the Exchange

Learning Outcomes

The **Learning Outcomes** should be completed by the Visitor after the exchange. Learning Outcomes should be guided by the Visitor's original Learning Objectives. This should then be reviewed and signed by the Host so that he/she can confirm that the specified Learning Outcomes have been met.

The Host is also invited to complete their own learning outcomes, however is not required to do so.

To be completed by the Visitor (copy & paste original learning objectives for each section):

Original Learning Objectives in Primary Care Management
Actual Learning Outcomes in Primary Care Management
Original Learning Objectives in Community Orientation
Actual Learning Outcomes in Community Orientation
Original Learning Objectives in Specific Problem Solving Skills
Actual Learning Outcomes in Specific Problem Solving Skills
Original Learning Objectives in Comprehensive Approach

Hippokrates Exchange Programme

Actual Learning Outcomes in Comprehensive Approach
Original Learning Objectives in Person Centred Care
Actual Learning Outcomes in Person Centred Care
Original Learning Objectives in Holistic Modeling
Actual Learning Outcomes in Holistic Modeling
Original Additional Learning Objectives
Actual Learning Outcomes in Holistic Modeling

Final Report

Hippokrates Exchange Programme

This Final Report should be completed below and submitted to the Visitor's & Host's National Exchange Coordinators and VdGM Exchange Liaison Person (exchange@vdgm.eu), no later than 1 week after the exchange. Where possible please send in a version of your report in English. All participants are strongly encouraged to present and/or publish their experiences nationally and internationally. We kindly ask that reports are interesting and self-reflective of your own learning experiences. Please avoid producing a report that is not self-reflective i.e. purely relays facts which can be found elsewhere online. The minimum word count is 500 words.

13

We warmly invite hosts to also write a report of their experiences, although this is not essential to receive a Certificate of Completion.

To help you, these are some topics you may choose to write about:

- A comparison between your own and your Host's(/Visitor's) country's:
 - Undergraduate training
 - General Practice Training
 - Role of the GP trainee
 - Role of the GP
 - Role of the other members of the clinic e.g. nurses, psychologist etc..
 - Patient expectations
 - Working hours
 - Appointment length
 - Number of patients seen in a day
 - GP Clinic consultation rooms & building structure
 - Additional services offered
 - Home visits
 - Acute care management
 - Chronic care management
 - GP pay
 - GP insurance
 - How the General Practice is funded
 - Relation between primary and secondary care
 - GP Networks e.g. junior, research, quality, rural, education & training
 - How the GP/General Practice is viewed by society
 - Culture & Religion
 - Law & Ethics
- What you think your country does well and what it could do better?
- What you learned from your experience?
- How your experience has affected you and the way you may work as a GP in future?
- Whether you would recommend this experience to someone else?

Final Report

500 words minimum:

Post-Exchange Declaration

The **Post-Exchange Declaration** should be signed once the Learning Outcomes & Final Report have been reviewed by the Host and both parties are satisfied with the outcome of the exchange.

Hippokrates Exchange Programme

I confirm that the above named Visitor has taken part on a Hippokrates Exchange with the above named Host on the dates specified and following the Educational Programme specified above.

I confirm I have read and I am in agreement with the Learning Outcomes outlined above.

Host	Visitor
Name: Signature: Date:	Name: Signature: Date:

This fully completed & signed document should be sent to the Visitor's National Exchange Coordinator to confirm that the exchange has taken place and has met the educational requirements for a Hippokrates Exchange. The Visitor's National Exchange Coordinator will then liaise with the Host's National Exchange Coordinator and VdGM Exchange Liaison Person who will issue the Visitor and Host with the Hippokrates Certificate of Completion.