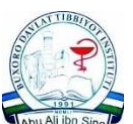


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IHOD

Improving Healthcare Outcomes in Chronic Disease – Enhancing the Curriculum at Masters level

Minutes of Project Steering Committee № 2

Lithuanian University of Health Sciences, Kaunas, Lithuania 2nd and 3rd July 2018.

Opening session – (Wednesday a.m.)

The meeting opened at 1010. The agenda, attendance list and all presentations are attached.

1: Professor Jūratė Macijauskienė, Dean of the Faculty of Nursing of the Medical Academy opened the meeting by welcoming members of the Project Steering Committee to the Lithuanian University of Health Sciences. .

2: **A short presentation on the project activities** so far was given by David Campbell. It was pointed out that the Erasmus+ National Office in the Russian Federation had conducted a monitoring visit at the Sechenov University in Moscow and had expressed satisfaction with the progress on the project. The Monitoring report, when received, will be distributed to partners.

3: **A report was given on the results of the Stakeholder needs analysis.** Responses have been collated in the excel format by HMU, TNU, US, SSMU and KIU with further information collated by TMU and LUHS. In total there are 110 responses from Russia and 70 from Viet Nam from 30 policy makers, 80 health professionals and 70 students and recent graduates. The Quantitative and Qualitative results obtained from the interviews and questionnaire are included in the presentation “Stakeholder analysis”.

4: **A presentation on the requirement for the international accreditation** of Public Health programmes was given by Olga Sadkovaya (SU). See attached presentation. PSC members congratulated SU on the recent decision by APHEA to accredit the curriculum for the masters programme in Public Health administration.

Decided:

Stakeholder analysis:

1: *It was agreed that those partners that have not presented the results of the stakeholder analysis in the excel format should do so by the end of July. **David Campbell to coordinate.***

2: *To compile the results of the stakeholder analysis into an article for publication. **Mary Casey to coordinate.***

5: **A discussion on the structure and content of the proposed masters programme** was led by Mary Casey. This followed on from the results of the stakeholder analysis and the gap analysis of current programmes (see attached copy). The recommendations made for the content of the programme by the participants in the previous week’s staff training programme (see attached copies) were also taken into account. During the discussion names for the programme and the list of modules to be included were developed. The list of suggested modules for the two partner countries was:

For Viet Nam	For Russian Federation
Epidemiology	Epidemiology
Leadership	Leadership
Health informatics and global health	Digital health including devices

Health education and promotion.	Health education and promotion.
	Global health
Patient centred care – as an approach, not a subject	Patient centred care
Research project (research methods)	Research project
Clinical practicum	As part of research project
Biostatistics	As part of research project
Population health	Population health
Health economics	Health economics

These were compiled into a programme structure as follows:

Xxxx

Teams developed Module descriptors for six modules – Epidemiology, Leadership, Health education and promotion, Research project, Biostatistics and Population health. The Module descriptors produced are attached.

Decided:

Programme name:

3: Of the three options proposed (Master in Public Health in Person-centred care (Chronic disease); Master in Public Health focused on Chronic disease; Masters programme – Chronic degenerative diseases in Public Health) it was agreed that the most suitable name is “Master in Public Health focused on Chronic disease”.

Modules:

4: It was agreed that partners would review the 6 module descriptors and send the amended module descriptors to David Campbell by 14th July for distribution to all partners. Responsibility for modules was allocated as follows:

- *Health education and Promotion – SSMU*
- *Epidemiology – HMU & TNU*
- *Leadership – KIU*
- *Research – TMU*
- *Population health – SU*
- *Biostatistics - DVFU*

6: Plans for introducing the programme being developed were outlined by partners . SU, HMU, TNU, DVFU and TMU will use the new modules being developed to enhance the MPH programmes currently existing. BMU will use the new programme to assist in developing the MPH programme that the university has decided to launch. SSMU will start to use the new modules as it develops a MPH over a longer period. KIU is currently discussing how it will use the new programme in cooperation with local partners.

A number of issues arose that require further discussion. They include how the programme can be approved at local level (the current rules in Russia are that a University introducing a new programme should be able to deliver using its own resources the whole programme, although the new law allowing “network delivery” offers a way around this), problems that arise due to “dual financing”, the question of how such a programme can be accredited by ASPHE (it was suggested that one way around this would be to have “pilot programme”, with the curricula approved by ASPHE, and maybe a letter from ASPHE approving content rather than full accreditation).

Decided:

Programme financing and sustainability:

5: To ensure long term sustainability of the new programme, a discussion will be held at the next PSC on financial planning by partners for the new programme. **Responsible – David Campbell to coordinate, each partner to present their plans.**

6: To organise a discussion with ASPHE to discuss options for approval of our programme. **Responsible – David Campbell and Mary Casey**

7: To agree with all partners that they agree to have a MPH (Chronic disease) running within 5 years. **Responsible – all partners**

7: A timetable for project activities and visits over the next three years was presented by Mary Casey. (See attached plan).

Decided:

Project planning:

8: Partners will discuss the proposed plan and send any comments or correction to David Campbell by July 14th. **Responsible – David Campbell to coordinate, each partner to comment.**

8: **A short presentation on the administration of finances** was given by Valerie Carbon. It was stressed that all partners should submit claims for expenses as soon as practical so that they can be reimbursed and so that the budget can be effectively monitored.

Partners were also reminded that now all Partnership agreements have been signed, UCD will be paying out the first 6 months of fees. For this it is necessary for each partner to define how the fees should be paid and to whom.

Decided:

Project finances:

9: Partners will define who fees should be paid to and what method should be used. **Responsible – David Campbell to coordinate, each partner to report.**

9: **On project dissemination.** It was reported that although there have already been important dissemination events including the round tables organised during the “Week of Medical Education” Forum at Sechenov University and the International Forum at Kazan Innovation University there are still steps that can be taken to improve dissemination. It was pointed out that during the monitoring visit, the Erasmus NEO had recommended that we produce a printed handout for distribution at events. The opinion was expressed that when the site is established, it would be useful to include a social network presence.

Decided:

Project website:

10: To finalise the plans for establishing the project website, including translation of materials into Vietnamese and Uzbek languages and the inclusion of a social network presence. **Responsible – DVFU with David Campbell to coordinate.**

Dissemination of project results by partners:

11: Partners should monitor possible dissemination events and plan participation, send links of news items on own site for wider dissemination using project social network and investigate the possibility of adding links to project website to own websites. **Responsible – Partners with David Campbell to coordinate.**

10: **On project quality.** As Andres Carrion Garcia was unable to attend the PSC, he will send his proposals for project quality for consideration by partners.

Decided:

Quality plan:

*12: To develop and distribute plan for project quality. **Responsible** – Andres Carrion Garcia with David Campbell to coordinate.*

11: **On equipment.** A short discussion took place on equipment purchase. Partners expressed opinion that the best option would be to buy equipment (soft and hardware) to enable conferencing and the delivery of teaching . Although such equipment does exist in partners it is usually inaccessible to the departments involved in the project.

Decided:

Equipment purchase:

*13: To develop technical requirements for such equipment, agree them with partners and organise tender/purchase process. **Responsible** –David Campbell.*

12: **Next Project steering committee.** The place and time of next PSC is not yet defined. It is likely to be in February/March 2019 possible in Moscow.

Decided:

Next Project Steering Committee:

*14: To propose a time and place for next PSC. **Responsible** –David Campbell and Mary Casey.*