



**PaSQ** European Union Network  
for Patient Safety and  
Quality of Care

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Back to back meeting  
WP4, WP5, WP6

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Madrid, October 3-5, 2012

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## Agenda WP4 meeting

Time	Agenda point
09.00 - 09.15	<b>Welcome</b> Short presentation round; name and country/stakeholder organization
09.15 - 09.45	<b>Update since last meeting – Solvejg Kristensen, Denmark</b> <ul style="list-style-type: none"><li>• WP4 work plan</li><li>• WP4 partners, and task allocation</li><li>• WP4 Conceptual Framework</li><li>• WP4 Glossary</li><li>• WP4 Questionnaire (PSP &amp; EM)</li><li>• Cross WP collaboration (Frame work &amp; Glossary, wiki-platform, literature review, Exchange Mechanism)</li><li>• Action Plan for Exchange Mechanism and final report</li></ul> <i>Aim; to get a common understanding of the state of WP4 work</i>
09.45 - 10.45	<b>On-line WP4 questionnaire - Jasna Mesaric, Croatia &amp; Solvejg Kristensen</b> <ul style="list-style-type: none"><li>• Presentation of the proto type WP4 questionnaire</li><li>• Strengths and weaknesses – identify possible improvements</li><li>• Post meeting pilot – identify partners for this task</li><li>• Next steps – on-line questionnaire to be finalised and approved by beginning of November 2012</li></ul> <i>Aim; to get a preliminary understanding of the use of the WP4 questionnaire and identify partners for the pilot</i>
10.45 – 11.00	<b>Break</b>
11.15 – 12.00	<b>Dialogue; data collection via the WP4 questionnaire - Kaisa Immonen Charalambous, European Patient Forum</b> <ul style="list-style-type: none"><li>• Target group for the WP4 questionnaire</li><li>• Contact via the National Contact Points and the PaSQ stake holders</li><li>• Roles and tasks of the NCP and the PaSQ stake holders</li><li>• Time frame</li><li>• Process; approach and follow up</li><li>• Identification of drivers for high participation</li><li>• Next step; establishing a manual for the WP4 data collection incl. approval by the first week of November 2012</li></ul> <i>Aim; dialogue and input as basis for writing the manual for the WP4 data collection</i>
12.00 - 13.00	<b>Lunch</b>

Time	Agenda point
13.00 – 13.45	<p><b>Dialogue; data analysis and feature of the wiki-platform - Jasna Mesaric, Croatia</b></p> <ul style="list-style-type: none"><li>• Review of submitted patient safety practices (PSP)</li><li>• Descriptive analysis PSP</li><li>• Economic analysis</li><li>• Analysis of transferability</li><li>• Analysis of data related to the exchange mechanisms as input for the action plan</li><li>• Exposure of the submitted PSP according to the WP4 classification framework - search terms and interactive links</li><li>• Next steps specification of the data analysis by beginning of January 2013, and the setup of the wiki-platform by November 2012</li></ul> <p><i>Aim; dialogue and input as basis for specification of the data analysis plan and task allocation (who does what?)</i></p>
13.45 – 14.30	<p><b>Dialogue; defining concepts for exchange mechanisms (EM) and developing implementation support tools – Pascal Garel, European Hospital and Healthcare Federation</b></p> <ul style="list-style-type: none"><li>• Outline of current concepts for EM</li><li>• Which implementation support tools are needed?</li><li>• Cross WP work (WP1,4 and 6) incl. evaluation questionnaire</li><li>• Next steps; definition of concepts for EM by January 2013, and developing implementation support tools by spring 2013</li></ul> <p><i>Aim; dialogue and input as basis for further definition of concepts for exchange mechanisms (EM) and developing implementation support tools</i></p>
14.30 – 14.45	<p><b>Break</b></p>
15.00 – 15.45	<p><b>Dialogue; WP4 literature review – Anamaria Corca, Standing Committee of European Doctors</b></p> <ul style="list-style-type: none"><li>• Aim of the review</li><li>• Outline of current state</li><li>• Work process</li><li>• Template for the final delivery</li><li>• Collaboration and tasks</li></ul> <p><i>Aim; dialogue and input as basis for further specification of the literature review by November 2012</i></p>
15.45 – 16.00	<p><b>Wrap up and next steps until January 2012 – Solvejg Kristensen</b></p> <ul style="list-style-type: none"><li>• Final approval WP4 Framework, Glossary, Questionnaire</li><li>• Finalisation and pilot test WP4 on-line questionnaire</li><li>• Manual for data collection &amp; data collection</li><li>• Specification data analysis</li><li>• Definitions of concepts for EM and developing implementation support tools</li><li>• WP4 literature review</li></ul> <p>Adjourn for the day.....</p>
16.00 – 17.00	<p>Debriefing for <u>(WP-leaders, co-leaders and task leaders only)</u> to ensure cross cooperation and coordination of tasks</p>

## Agenda WP5 meeting

Time	Agenda point
09.00 - 09.15	<b>Welcome</b> <ul style="list-style-type: none"><li>▪ Short presentation round; name, country, organization</li></ul>
09.15 - 09.45	<b>Update since last meeting – Liat Fishman &amp; Lena Mehrmann, Germany</b> <ul style="list-style-type: none"><li>▪ WP5 work schedule</li><li>▪ Roles and responsibilities of task leaders</li><li>▪ Task I overview</li></ul> <i>Aim; to ensure a common understanding of the state of WP5 work</i>
09.45 - 10.30	<b>Task Ia. Criteria Safe Clinical Practices– Liat Fishman &amp; Lena Mehrmann, Germany</b> <ul style="list-style-type: none"><li>▪ Development of the criteria</li><li>▪ Further adaptations resulting from work in progress</li></ul> <i>Aim; to present the WP5 criteria for Safe Clinical Practices to be selected for implementation</i>
10.30 – 10.45	<b>Coffee break</b>
10.45 – 12.00	<b>Task Ib. Literature review – Judit Lam, Hungary &amp; Anamaria Corca, Belgium</b> <ul style="list-style-type: none"><li>▪ Conduction of the literature searches and numeral results</li><li>▪ Status quo of literature review (with input from patient safety theme experts)</li><li>▪ First examples of extracted potential Safe Clinical Practices (SCPs) for implementation</li></ul> <i>Aim; to get an impression of the WP5 literature review process, results and possible SCPs for implementation</i>
12.00 - 13.00	<b>Lunch</b>
13.00 - 13.30	<b>Task Ic. Template for presentation of SCPs – Liat Fishman &amp; Lena Mehrmann, Germany &amp; Jasna Mesaric, Croatia</b> <ul style="list-style-type: none"><li>▪ Categories for the template</li><li>▪ Technical execution on Wiki</li></ul> <i>Aim; dialogue and input as basis for further specification of the template</i>
13.30 - 15.00	<b>Task Id./e. Gathering feedback from Member States (MS) / Assessment and integration of feedback from MS in list of selected SCPs – Anja Schou Lindman &amp; Eva Turk, Norway</b> <ul style="list-style-type: none"><li>▪ Process of gathering feedback from MS and stakeholder organizations</li><li>▪ Presentation of draft WP5 questionnaire</li><li>▪ Assessment and integration of feedback</li></ul> <i>Aim; dialogue and input as basis for further outlining the process and the Questionnaire</i>

<b>15.00 - 15.15</b>	<b>Coffee break</b>
<b>15.15 - 16.00</b>	<b>Wrap up and next steps in WP5 – Liat Fishman &amp; Lena Mehrmann, Germany</b> <ul style="list-style-type: none"><li>▪ Summary of the meeting results</li><li>▪ Presentation of next steps to gain the final set of SCPs</li></ul> <i>Aim; to ensure a common understanding of the next steps of WP5 work</i>
<b>16.00 - 17.00</b>	<b>Debriefing for WP-leaders, co-leaders and WP5 task leaders to ensure cross cooperation and coordination of tasks</b>

## Agenda WP6 meeting

Time	Agenda point
09.00 - 09.15	<b>Opening session (MSSSI)</b> <ul style="list-style-type: none"><li>▪ Presentation of the attendants</li><li>▪ Update on WP6: Work Plan</li></ul>
09.15 - 10.00	<b>Framework and glossary (ESQH/NIVEL OFFICE)</b> <ul style="list-style-type: none"><li>▪ Summary of the process followed for the development of the framework and terms included in the glossary</li><li>▪ Cross WP collaboration</li><li>▪ Final discussion and agreement</li></ul>
10.00 - 12.00	<b>Draft questionnaire 1 for discussion (part I) (ESQH/NIVEL OFFICE)</b> <ul style="list-style-type: none"><li>▪ Questionnaire 1 objectives</li><li>▪ Structure and topics regarding the frame work and bibliographic review</li><li>▪ Items proposal</li></ul>
12.00 - 13.00	<b>Lunch</b>
13.00 - 13.30	<b>Draft questionnaire 1 for discussion (part II) (ESQH/NIVEL and MSSSI)</b> <ul style="list-style-type: none"><li>▪ Next steps for the approval of the final version of Questionnaire 1 by the end of October to start data collection by beginning of November 2012</li></ul>
13.30 - 14.30	<b>Data collection procedure (Jasna Mesarić -WP2 leader-, Kaissa Immonen-EPF- and MSSSI)</b> <ul style="list-style-type: none"><li>▪ On-line Questionnaire: Presentation of the WP4 proto type as example</li><li>▪ Pilot test of the WP6 questionnaire</li><li>▪ Target groups, the role of partners and national contact points</li><li>▪ Time frame</li><li>▪ Follow up</li></ul>
14.30 - 15.30	<b>Draft criteria for GOP identification and selection (FAD)</b>
15.30 - 16.00	<b>Conclusions and next steps (MSSSI-FAD)</b>
16.00 - 17.00	<b>Debriefing with WP leaders and WP6 co leaders to ensure cross cooperation and coordination tasks</b>