



PaSQ European Union Network
for Patient Safety and
Quality of Care

Back to back meeting
WP4, WP5, WP6

Madrid, October 3-5, 2012

Agenda WP4 meeting

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

Time	Agenda point
13.00 – 13.45	<p>Dialogue; data analysis and feature of the wiki-platform - Jasna Mesaric, Croatia</p> <ul style="list-style-type: none">• Review of submitted patient safety practices (PSP)• Descriptive analysis PSP• Economic analysis• Analysis of transferability• Analysis of data related to the exchange mechanisms as input for the action plan• Exposure of the submitted PSP according to the WP4 classification framework - search terms and interactive links• Next steps specification of the data analysis by beginning of January 2013, and the setup of the wiki-platform by November 2012 <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>Dialogue; defining concepts for exchange mechanisms (EM) and developing implementation support tools – Pascal Garel, European Hospital and Healthcare Federation</p> <ul style="list-style-type: none">• Outline of current concepts for EM• Which implementation support tools are needed?• Cross WP work (WP1,4 and 6) incl. evaluation questionnaire• Next steps; definition of concepts for EM by January 2013, and developing implementation support tools by spring 2013 <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>Break</p>
15.00 – 15.45	<p>Dialogue; WP4 literature review – Anamaria Corca, Standing Committee of European Doctors</p> <ul style="list-style-type: none">• Aim of the review• Outline of current state• Work process• Template for the final delivery• Collaboration and tasks <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>Wrap up and next steps until January 2012 – Solvejg Kristensen</p> <ul style="list-style-type: none">• Final approval WP4 Framework, Glossary, Questionnaire• Finalisation and pilot test WP4 on-line questionnaire• Manual for data collection & data collection• Specification data analysis• Definitions of concepts for EM and developing implementation support tools• WP4 literature review <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	Welcome <ul style="list-style-type: none">▪ Short presentation round; name, country, organization
09.15 - 09.45	Update since last meeting – Liat Fishman & Lena Mehrmann, Germany <ul style="list-style-type: none">▪ WP5 work schedule▪ Roles and responsibilities of task leaders▪ Task I overview <i>Aim; to ensure a common understanding of the state of WP5 work</i>
09.45 - 10.30	Task Ia. Criteria Safe Clinical Practices– Liat Fishman & Lena Mehrmann, Germany <ul style="list-style-type: none">▪ Development of the criteria▪ Further adaptations resulting from work in progress <i>Aim; to present the WP5 criteria for Safe Clinical Practices to be selected for implementation</i>
10.30 – 10.45	Coffee break
10.45 – 12.00	Task Ib. Literature review – Judit Lam, Hungary & Anamaria Corca, Belgium <ul style="list-style-type: none">▪ Conduction of the literature searches and numeral results▪ Status quo of literature review (with input from patient safety theme experts)▪ First examples of extracted potential Safe Clinical Practices (SCPs) for implementation <i>Aim; to get an impression of the WP5 literature review process, results and possible SCPs for implementation</i>
12.00 - 13.00	Lunch
13.00 - 13.30	Task Ic. Template for presentation of SCPs – Liat Fishman & Lena Mehrmann, Germany & Jasna Mesaric, Croatia <ul style="list-style-type: none">▪ Categories for the template▪ Technical execution on Wiki <i>Aim; dialogue and input as basis for further specification of the template</i>
13.30 - 15.00	Task Id./e. Gathering feedback from Member States (MS) / Assessment and integration of feedback from MS in list of selected SCPs – Anja Schou Lindman & Eva Turk, Norway <ul style="list-style-type: none">▪ Process of gathering feedback from MS and stakeholder organizations▪ Presentation of draft WP5 questionnaire▪ Assessment and integration of feedback <i>Aim; dialogue and input as basis for further outlining the process and the Questionnaire</i>

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

Agenda WP6 meeting

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