



Family Medicine Diploma Program Project
Primary Health Care Diploma
FMDP-PHCD

April 27, 2022 Management Meeting

WP 7.1

AUTHORS

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C=creation

I=insert new information

U=update

F=Finalize

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Attendees: Ben Colton (Hashemite University)

Anita Berlin (Queen Mary University London, UK)

Safiya Virji (Queen Mary University London, UK)

Janet Kooper (Radboud University, Netherlands)

Adi Khasawneh (Jordan University of Science and Technology)

Ruba Hasan (Program Assistant)

Guus Busser (Radboud University, Netherlands)

Severine Thonnon (KU Leuven, Belgium)

Alexandra Van Landuyt (KU Leuven, Belgium)

III. Schedule and start date - We should be able to start in early June

UK sent material for Module 1

Other partners are working on the second and third modules so we can upload these soon

II. Accreditation and recruiting

We have a fully accredited program!

Recruiting has started and we have over 100 interested applicants

The applicants will take a written exam proctored by Dr. Juma on May

We can meet and interview candidates in mid May and then do a final selection

We should be able to start the program on June 1

IV. Curriculum

1) Belgium has sent their training structure for how to create these modules to the Jordanian partners. Adi and Lana need to look at this material together next week and give feedback. Belgium can then finish translating the rest of the material after receiving feedback from Adi and Lana.

2) Module 1 has been completed by UK. We can now upload this material to Moodle and Teams. We can also upload this to google drive.

3) We will need to look at the schedule for the year now that we are pushing things back again. We can do this when we are together in Nijmegen.

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4) Ben will fill out the excel form for what partner is responsible for each module and put it on google drive

V. Online platform - HU IT department has agreed to give the other partners full access to Moodle and Teams. Ben will send the emails to Amjad so he can send this to the IT department.

VI. Work packages

A. Dissemination

1) Ruba has done the first newsletter and it looks great. UJ and JUST will do next newsletter.

2) Lana will be contacting each partner for 'news' that can be posted on social media accounts.

3) Project websites - Guus will try to figure out how to put something on website
Severine will help set up a page with new website next month by May 30
Adi to work on website by May 30

B. Quality progress reports - Ruba reminded each of the leads for work packages that they need to fill out progress reports

Adi to talk to Thekrayat about their progress report

C. Action Plan - Adi will have a presentation on this ready for our meeting in Netherlands.

D. Quality Plan - will ask Marlene about developing and presenting an update on the Quality Plan

VII. Financials - Ruba will send some corrections to UK and to Radboud regarding their time sheets.

VIII. Netherlands visit - Jordanians are in the process of applying for visas. A hotel has been selected. Guus will submit a form for us to fill out to know who is participating and who needs lodging. Will also have attendance sheets to fill out at the meetings. We will need to save boarding passes, hotel reservations, and invoices for plane flights for reporting purposes.

IX. Evaluation forms - will discuss this more next time

X. Next meeting in Netherlands

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