



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

March 16, 2022 Management Meeting

AUTHORS

BENJAMIN COLTON





Deliverable Information

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0.1	Benjamin Colton	C	3

C=creation

I=insert new information

U=update

F=Finalize

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Attendees: Amjad Al Shdaifat (Hashemite University)

Ben Colton (Hashemite University)

Lana Halaseh (University of Jordan, Head of Family Medicine)

Anita Berlin (Queen Mary University London,UK)

Safiya Virji (Queen Mary University London,UK)

Marleen Jiskoot-vanEwijk (Radboud University, Netherlands)

Janet Kooper (Radboud University, Netherlands)

Birgitte Schoemakers (KU Leuven, Belgium)

Adi Khasawneh (Jordan University of Science and Technology)

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

UK will send material to HU to give to IT by April 15 (cases and quizzes and evaluation stuff)

UK will also send an something to use for an intro to the course by the end of April

Will plan to have quarterly evaluations

Other partners are working on the second and third modules so we can upload these during April as well

Trainees will have a prep week during Eid al Fitr and then start during while we are in Netherlands

II. Accreditation and recruiting - The Jordanian partners will meet with the minister of health next week. We can begin the recruiting process alongside the ministry of health after that.

Anita and Safiya shared an example of an induction and orientation document.

Minister asked Juma to write criteria for trainers - then we can do TOT

Dean wrote to president of HU to send to MOH asking them to give us trainees and trainers

We have passed all steps for accreditation except for the deans and then trustees

Deans meeting should take place next week and then the Trustees meeting the week after

IV. Curriculum

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Birgitte and Alexandra presented how each module will look, divided into four weeks. They are currently translating the material and will develop a tutorial for the other universities to learn about teaching in this manner.

They will complete this training by April 6 to present to the group

Lana and Radboud will work together on EOL module

V. Online platform - We will use both Moodle and teams. Tests will be done on Moodle while most everything else will be done on Microsoft Teams. Student/faculty interaction will be on teams.

Alexandra is currently setting up a template on Teams for each module.

Material needing to be uploaded to Moodle can be given to the IT department at HU and they can upload it. IT at HU will make a Teams channel for each module.

VI. Work packages - Thanks to everyone for helping out with this lately. Ruba will continue to send out smaller things to work on. This will help us develop the work packages over time. Ruba has put everything into one google drive folder. Everyone should upload what they are working on (trainings, reports, pictures, etc.) into this folder.

Dissemination - Lana will develop a calendar for what needs to be done in regard to dissemination. Each partner will be expected to send her some sort of news about every 6 weeks that can be put on our social media sites. We also need to start creating newsletters. Lana will organize this with the help from each of the partners.

action plan - JUST - Ruba will follow up with them about this

Leuven - Communication plan - Ruba will get back to you later about this.

Every partner is working on their website

2) Quality progress report - Ruba reminded each of the leads for work packages that they need to fill out progress reports

VII. Financials - still nothing from EU partners - please send this in to Ruba

VIII. Netherlands visit - Guus presented a tentative schedule. General agreement on schedule so now Radboud can continue to plan the details. Jordanian partners will need invitation from RU in order to begin working on visas.

Discussed the following:

1. Who is coming to Nijmegen. Jordan, Leuven, London?
2. Who is staying in this hotel?





3. What shall we do with the conference arrangement on Wednesday? Hotel and pay the price or meet in the university?

Duesseldorf Niederrhein (Weeze), or Schiphol

Anita will stay with family and Safiya at a hotel, 3 from Belgium will book themselves, 8+2 spouses from Jordan

Probably best to get under 120 euro per day for a hotel, so perhaps we can look for a different hotel

Will separate the bill for the conference room between the people at the hotel

IX. Evaluation forms - will discuss this more next time

X. Next meeting on Wednesday, April 6 - 3 pm Brussels

