



Family Medicine Diploma Program Project
Primary Health Care Diploma
FM DP-PHCD

July 4, 2022 Management Meeting Minutes

WP 7.1

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Deliverable Information

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0.1	Benjamin Colton	C	

C=creation

I=insert new information

U=update

F=Finalize

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Attendees: Ben Colton (Hashemite University)

Amjad Al Shdaifat (Hashemite University)

Anita Berlin (Queen Mary University London, UK)

Safiya Virji (Queen Mary University London, UK)

Adi Khasawneh (JUST)

Lana Halaseh (University of Jordan)

Marlene Jiskoot-vanEwijk (Radboud University, Netherlands)

Alexandra van Landuyt (KU Leuven, Belgium)

Birgitte Schoenmakers (KU Leuven, Belgium)

Severine Thonnon (KU Leuven, Belgium)

Guus Busser (Radboud University, Netherlands)

Janet Kooper (Radboud University, Netherlands)

Ruba Hasan (Project Assistant)

I. September visit to UK

Sep 19-23

We need to know exactly who is coming

Adi will check with Mousa

Jordanians will send a list of who is coming to Safiya next week

Belgium and Netherlands will also notify Safiya when they are coming

Need also to verify that Ruba is coming

Safiya looking into reservations and finalizing the schedule

Safiya will find the hotel but each partner will make their own reservations

II. Training of trainers / kickoff meeting

July 20-21

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Janet and Marlene arrive on July 19 and leave on the 22

Janet and Marlene will lead training of trainers on July 20-21

Amjad will obtain revised list of who the trainers are to correspond with where the trainees are located

Will show the trainers the assessment forms

We will also be hosting the national Erasmus office, the ministry of health, and the university staff

If any European partner can be free for 15-30 minutes at 11AM, it would be very much appreciated

For trainee training on July 21

Jordanian partners will lead a training for the trainees on July 21

Go over the entire assessment process

Have them complete the pre-quiz

Have them log into Moodle

III. Online platform -

Ben will have all the trainees log into their Moodle account when we are all together on July 21

Ben will start inviting all partners to each of the sessions

IV. Curriculum

Last session of Module 1 will be this week

We will have them retake the quiz they took at the beginning

We will also have them complete an evaluation form that Marleen is developing

This needs to be done on MS forms

Module 2 will take place over 3 weeks on July 13, 20, 27

Alexandra has started uploading assignments and material for Module 2 onto Teams

Module 3 will start on August 3 and will be led by the Jordanian partners

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Need to decide who is responsible for this

We will need all modules to be completed in a rough draft form by the interim report

Module 2 ready by mid July

Module 3 will be ready by July 30

Other Jordanian module will be ready by mid October

Each partner specified times when they will be able to complete this

V. Selection committee process - write up document of vision of program to have two batches, number of students, annex with names, who they were examined by, what happened, how we chose - Adi can write this?

send a form they can tick for each person that was interviewed

Get a paragraph from Birgitte, Anita, and Janet commenting in one paragraph on the process

VI Assessments

Safiya gave an update on the assessment process

We will go over the assessment process with trainers and trainees on July 21 Safiya will send all of the assessment forms to Ben

For the assessments, we will give the overall grade to the trainees but we will keep the exact numbers to ourselves for data purposes

Adi will get the pre-test ready for July 21

Need to talk to Thekayat about the assessment tool for procedures

CBD's - discuss this with both trainers and trainees July 20-21

VII. Financial documentation

QMUL will make necessary changes to their forms and send their financial information for the entire last year.

UJ and JUST will send their financial information from last 6 months

Radboud to send updated financial forms by the end of this week

Need to make sure KU Leuven knows that we need information for midterm report

KUL needs to get official approval from EACEA that their forms are ok if we want to use them

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Some discussion took place about the reliability of KUL forms and when they will send them in. KUL says they will send them in by November but would like them earlier so Ruba can complete the interim report on time

VIII. Quality plan

Marlene working on this and should have an update by next week

Marlene finished the evaluation forms and they are on the google drive.

Ben will make sure trainers and trainees complete these forms at the end of each module and send them to Marlene.

Will also complete evaluations for our team communication every 6 months.

Marlene also to fill out the progress report by the end of this week

1) evaluate communication between team every 6 months

2) evaluate after meetings and trainings - start with the trainings

3) deliverable evaluation form

4) diploma evaluation program

5) progress reports - already done

IX. Action Plan

Adi gave an update on the action plan

3.1 - need to get document of our formal MOH approval - Amjad can get this

3.1, 3.2, 3.3 - Amjad asked for a new list of trainers that are closer to the trainees - should have by the end of the week

Will need to show the two lists to prove why it was delayed

Will also add the hospitals and universities to the sites of training

4.2 - trainee selection - Is Adi going to write what we did for this?

This needs to be sent to Marlene for Quality Plan.

4.5 - JUST has official website now.

<https://www.just.edu.jo/Deanships/DeanshipofResearch/Pages/Default.aspx>

Birgitte is working on something from KU Leuven

4.6 - Lana just sent out rough draft of second newsletter

Everyone can provide feedback on this

X. Dissemination

Lana sent out rough draft of second newsletter for people to give feedback

Discussed issue of two logos (FMDP vs PCDP)

Amjad's conference is on July 28

Lana has an update about the dissemination ready but ran out of time for this so she can give this update at the next meeting

XI. Miscellaneous

Check on bios from everyone

Go back to Netherlands visit document and make sure people met their deadlines

Can we schedule these meetings more in advance?

XII. Next meeting on July 18 at 4 PM

Jordanian partners will meet on July 7 in Irbid