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AGENCY FOR
MOBILITY AND
EU PROGRAMMES

Erasmus + KA2 Project KA2 2018-1-HR01-KA202-047488 „INNOVATION IN DRESSING TECHNIQUES”



1st Transnational Meeting, Zagreb, Croatia, 3-4 December, 2018

TASKS OF THE 1TM

- Presentations of each Project Team, their institutions – school system and education of medical staff
- Designing the structure of Manual
- Choosing of MC members
- Visiting the teaching hospitals, observing wound care dressing techniques
- Creating video material of Croatian wound care dressing techniques during TM and presenting after TM
- Confirming Gantogram
- Walking tour through Zagreb center
- Dividing tasks for the next TM

AGENDA FOR 1ST TRANSNATIONAL MEETING

3rd December 2018.

1. Presentations of each Project Team, their institutions – school system and education of medical staff



Host organisation:
Škola za medicinske sestre Vrapče

Project staff:

Latinka Križnik, prof., principal and coordinator

Marinela Labaš, prof., coordinator

Ira Beck, prof., coordinating assistant

Ankica Vukelić, bacc. med. techn., vocational teacher

Danica Hudin, dipl. med. sestra, vocational teacher

slika

Suzana Ribarić, prof., vocational teacher

Nikolina Matić, mag. med. techn., vocational teacher

Slavica Vučen, bacc. med. techn., vocational teacher

Snježana Žabec Novaković – account manager

Marija Veršec dipl.iur. – secretary

Josip Mihaljević, prof.– IT-expert

Croatian educational system

Early pre-school education

(optional)

Pre-school

(obligatory)

Primary education

(obligatory)

Secondary education

(optional)

High education

(optional)

Secondary education (optional)

1. Gymnasium programme (4 years)
2. Vocational schools (1 to 5 years)
 - a) four or **five-year programmes (from 2011.)** for labour market or continuation of their education at higher level
 - b) three-year programmes prepare students for working in the field of industry, economy and crafts
 - c) programmes for acquisition of lower level similar to the three-year vocational programme special education programmes
3. Art schools (4 years) –music, dance schools and schools of visual arts

Škola za medicinske sestre Vrapče in numbers:

- 27 yers old
- surrounding of Psyhiatric hospital – 140 years old
- 42 teachers – 19 teacher of generel subject and 23 teachers of vocational subject
- 4 techinical staff
- 3 professional staff
- 13 external associates
- 370 students – 15 classes
- 8 classrooms – 1 polyvalent room
- 5 cabinets for health care
- 19 teaching basis – 9 clinics, 3 kindergadens, 2 homse for elderly, 2 health care at home, 1 home for unprovided children, 1 pediatric ambulance, 1 center for social care

Activity organization

All activities are planned at the beginning of the year in:

1. **Annual Plan and Program** (according National standard of qualification; document that describes basic curricular activities)
2. **School Curriculum** (document that describes specific extracurricular activities for each independent school)

Organization of teaching (in our school)

5 years School's curriculum:

A) General education programme

- 1st, 2nd year - 30 hours/week; 14 theoretical subjects

B) Vocational curriculum

- 3rd, 4th year - 21 hour/week theoretical subjects +

17 hours/week of practice (in the cabinet or health care institutions...)

- 5th year - 8hour/week theoretical part +

31 hours/week of practical part (in the cabinet or teaching base - in hospital...)

General subjects

2 years

theory-1890 hours
practice-210 hours

Vocational modules

3 years

theory-1826 hours
practice-1843 hours

Practical work areas – teaching base



Practical work areas – teaching base

3. grade	4. Ggrade	5. grade
<ul style="list-style-type: none">- School cabinets- Clinics- Kindergadens- Home for unprovided children- Pediatric ambulance- Schools ambulance	<ul style="list-style-type: none">- School cabinets- Clinics- Assosiactions	<ul style="list-style-type: none">- Clinics- Home for elderly- Health care at home

Main extra curricular activities

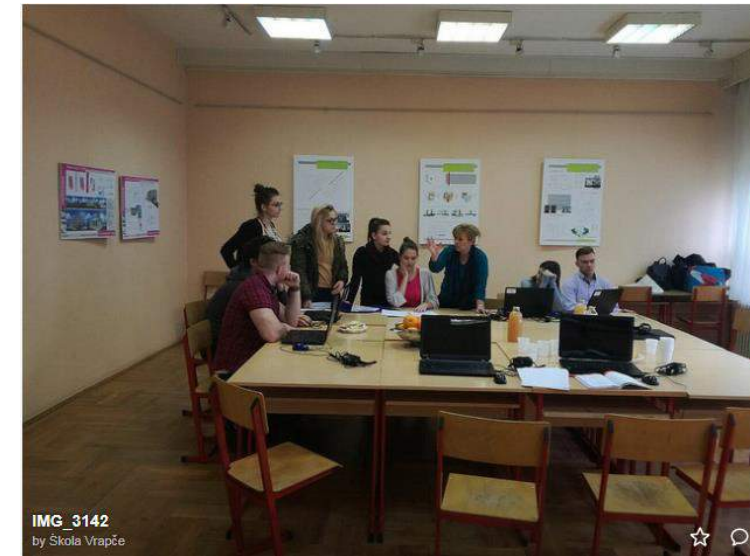
1. **Vrapčić** – School's sports club – participate in competitions on local and national level
2. **GLOBE** – worldwide community of students, teachers, and scientists, working together to better understand, sustain, and improve Earth's environment at local, regional, and global scales
3. **E – medica** – national/regional meetings of vocational health schools
4. **Volunteer club** – Volunteering promotion, organization and contribution in volunteering and humanitarian activities
5. **Literary club** – encourage a love for literature and reading, develop linguistic literacy, presentational skills
6. **First Aid** – first aid skills practice



International GLOBE meeting in Ireland, 2018.



Practicing First Aid...



E -medica meeting



Meeting with most popular Croatian writer Kristian Novak



Volonters in action!

And...lots of others extra curricular activities...





Dan sestrinstva Vrapče (2017.)

8 photos ▪ 135 views



HUMS, svečana akademija (2017.)

13 photos ▪ 116 views



Dan sestrinstva u KB Sveti Duh (2017.)

39 photos ▪ 209 views



Klinika za psihijatriju Vrapče (2017.)

3 photos ▪ 40 views



KB Sveti Duh (2017.)

10 photos ▪ 132 views



Dojdi osmaš (2017.)

24 photos ▪ 144 views



**Posjeta Hrvatskoj udruzi
branitelja liječenih od
posttraumatskog stresnog
poremećaja (2017.)**

14 photos ▪ 27 views



**Tjedna sestrinstva na
Jarunu (2017.)**

41 photos ▪ 99 views

Teacher's education

Regulated by national acts and regulations

1. **educators in pre-school** –bachelor's degree
2. **teachers in primary schools** – master's degree
3. **secondary school teachers** master's degree for general educational and theoretical subjects
4. **teachers in vocational education and training (VET) schools** bachelor's or master's degree
5. **teachers of practical training** with former two-year degree or a secondary school diploma/ already employed with a former two-year or three-year degree

Vocational schools: health and social care programs

accoucheuse

health-laboratory technician

sanitary technician

dental technician

pharmaceutical technician

physiotherapeutic technician

medical cosmetician

nurse/technician of general care

Ira dodaj sliku kad su diplomirali_slikala si svoje....i prebacila sam ti slike

Final exam

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graph TD; A[Final exam] --> B[Labour market]; A --> C[State Exam (optional)]; C --> D[Further education (optional)];
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Labour market

Health institutions of primary, secondary or tertiary level

- Social care institutions: for children and youth without parental care or with developing difficulties
- Home for elderly and disabled people
- Health care at home
- Penological system
- Educational system

State Exam
(optional)

Further education
(optional)

Healthcare in Croatia

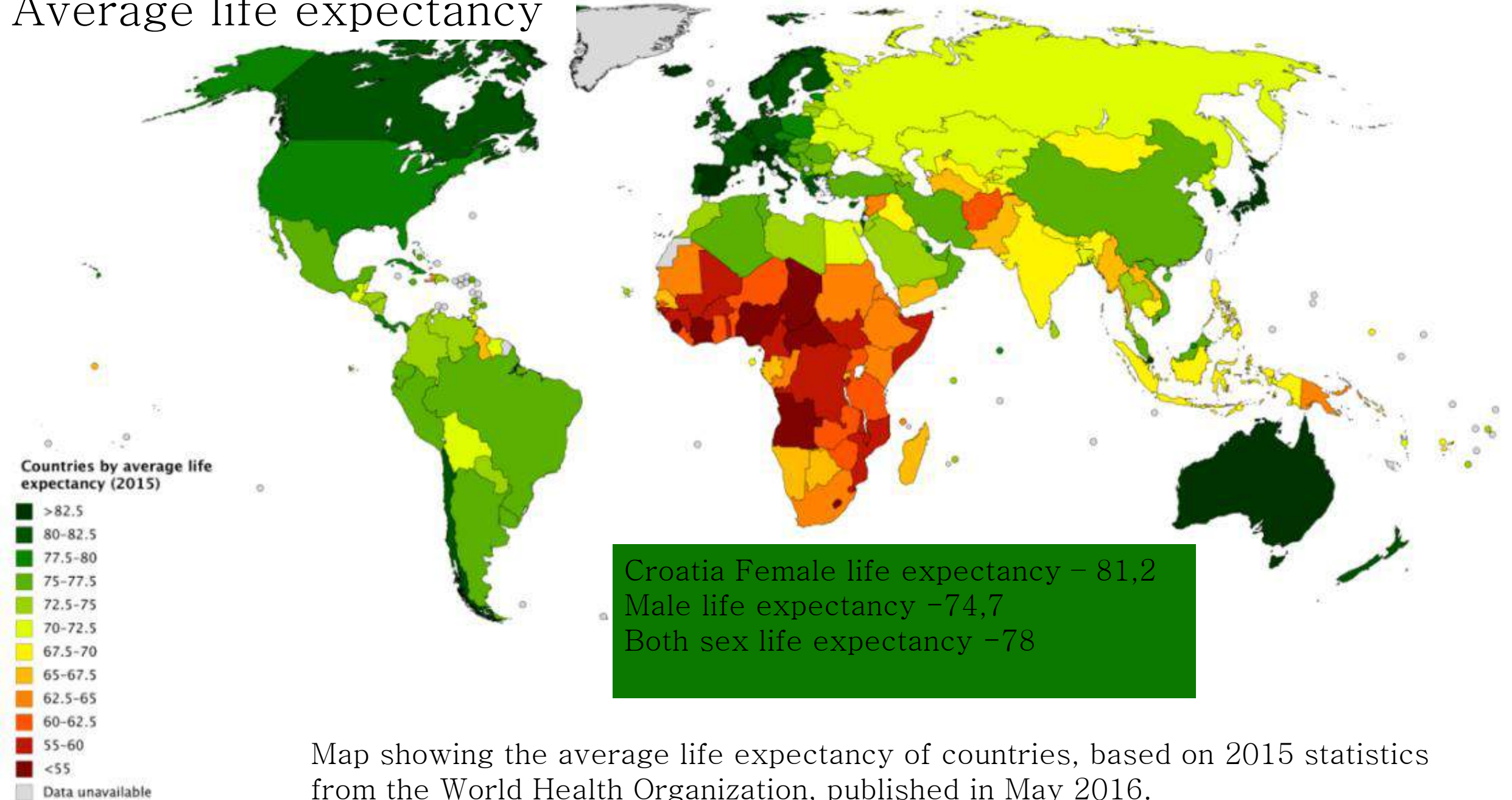
- universal healthcare system
- mandatory insurance for all people
- the population is covered by a basic health insurance plan as required by law and optional insurance administered by the Croatian Health Insurance Fund
- Croatia's social health insurance system is based on the principles of solidarity and reciprocity
- citizens are expected to contribute according to their ability to pay and receive basic health care services according to their needs.

How the Croatian healthcare system works

- every one must have a general doctor
- general doctor should always be first stop when seeking treatment
- general doctor will do an analysis and recommend further treatment, testing and referrals, as needed
- general doctor give you referral to gain free access to hospital, diagnostic and polyclinic services
- this referral is called an “uputnica”
- “uputnica” is an order or sorts, used for diagnostics such as blood and urine tests, prescriptions and procedures

Uputnica are critical when using the Croatian healthcare system. They are used at every level of healthcare, from simple blood tests to the anesthesia required for surgery... **Uputnica is „must have”** (these are not transmitted digitally) and you newer – ever lose your uputnica!! *Ovo je trebalo ili treba ispast duhovito*

Average life expectancy



Map showing the average life expectancy of countries, based on 2015 statistics from the World Health Organization, published in May 2016.

Common antic roots of partners



I. Arrangements about technical topics of project

1. Agreements between coordinator of project and partner organizations – signing

Škola za medicinske sestre Vrapče, Zagreb, Croatia (coordinator of project) with:

1. Gumushacikoy Mesleki ve Teknik Anadolu Lisesi, Sarayozu Yolu Artikabat Mah., 05700 Gumushacikoy, Turkey
2. Seniorenzentrum St. Marien, An der Molkerei 30, 46284 Dorsten, Germany
3. Srednja zdravstvena šola Ljubljana, Poljanska cesta 61, 2066 Ljubljana, Slovenia

2. Budget

Payments

- 1st payment – 40% of the grant
- 2nd payment – 40% of the grant (conditional to approval of **Progress and Interim Report** – July 2019.)
- Final payment – up to 20% of grant (depends on approval of the Partner's expenditure presented in the **Final project report**)

Budget Categories

Lump sum costs

- Project Management and Implementation
- Transnational Project Meetings
- Intellectual Outputs
- Multiplier Events
- Learning/Teaching/Training Activities

Real costs

- Exceptional Costs
- Special needs support

Project Management and Implementation

- Project management costs
 - Administration costs
 - Purchase of small office items
 - Information, promotion and dissemination activities
 - Printing costs
 - Lump sum
-
- 250 €/month per partner organisation
 - 500 €/month per coordinating organisation

Transnational Project Meetings

- Travel and subsistence during Transnational meetings
- Lump sum
 - 0 €/participant (distance 0–99km)
 - 575 €/ participant (distance 100–1999km)
 - 760 €/ participant (distance >2000km)

Intellectual Outputs

- Work on intellectual outputs
- Work performed under this category cannot be done by subcontractors

- Lump sum
 - Number of days per Output per partner as specified in the application form multiplied by flat-rate unit depending on the country of partner organisation
 - Days per Output can be claimed only in compliance with actual timing and state of play of activities.

Staff Timesheet



Project N°:	2018 -1-HR01-KA202-047488
Project Title:	Innovation in dressing techniques
Project Duration:	01/10/2018 - 31/03/2020
Grant Beneficiary:	Škola za medicinske sestre Vrapče
Name of the Employee:	
Position (according to budget breakdown):	Teacher / Trainer / Researcher / Youth worker
Partner Institution:	
Country:	

Period of Performance:

(Month) (Year)

Date	Hours Worked	Intellectual output	Description of the task (in relation to the Action)
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

Total Hours	0,0
Total Days	0,00

Signature of Staff member: _____

Supervisors Signature: _____

Date and Stamp of Institution:

Please Refresh Data



Working Hours Summary:

Position:	Teacher / Trainer / Researcher / Youth worker
Name of the Employee:	0
Partner Institution:	0
Partner Country:	0
Period of Performance:	

	Sum of Hours Worked
(blank)	
Total Hours	

Multiplier Events

- Costs of participation of guests (not connected with the partner's organization) in events
 - only activities included in application
 - Costs of multiplier events will be eligible only if output is finished
- Lump sum
 - Number of participants multiplied by a flat-rate unit
 - Local 100 €
 - Foreign 200 €

Learning/Teaching/Training Activities

- Travel and subsistence
- Individual support

- Lump sum for travel
 - 20 €/participant (distance 10–99km)
 - 180 €/ participant (distance 100–499km)
 - 275 €/ participant (distance 500–1000km)

- Lump sum for individual support
 - 100€/per day

Transnational Project Meetings

- Travel and subsistence during Transnational meetings

- Lump sum

- 0 €/participant (distance 0-99km)

- 575 €/ participant (distance 100-1999km)

- 760 €/ participant (distance >2000km)

3. Partners obligations and tasks during duration of project

Reporting

Type of Report	Documents required	To be sent to
Activity report (AR)	Description of activities performed	Coordinator
Financial report (FR)	Statement VAT Financial reports Timesheets Extracts from your accounting records	Coordinator
Dissemination report (DR)	Dissemination report	Coordinator
Monitoring questionnaire (MQ)	Monitoring questionnaire	Coordinator

Reporting deadlines

Reporting details for	Period	Deadline
Progress Report	Oct 2018 – May 2019	30th June 2019
Final Report	Jun 2019 – Feb 2020	29th February 2020

Interim report (to be sent up to July 2019)?

Type of Report	Documents required
Activity report (AR)	Description of activities performed
Financial report (FR)	Statement VAT Financial reports
Dissemination report (DR)	Dissemination report
Monitoring questionnaire (MQ)	Monitoring questionnaire

Financial report (FR)

Type of Activity	Documents required/proof	To be sent to/uploaded
Transnational meetings	Certificates Signature lists Accommodation invoice Boarding passes Travel order	Coordinator
Intellectual outputs	Timesheets Contracts	Coordinator
Multiplier events	Signature lists Photos	Coordinator

Responsibilities

			Partner involved			
Item	Number	Output/Activity	CRO	TUR	SLO	GER
IO	IO1	Manual on Dressing Techniques earning / teaching / training material – Manual / handbook / guidance material				
ME	ME1	Introducing how to use the intellectual outputs				
ME	ME2	Introducing how to use the intellectual outputs				
ME	ME3	Introducing how to use the intellectual outputs				
ME	ME4	Introducing how to use the intellectual outputs				
C	C1	Learning/Teaching/Training Activities				
PM	A1	Quality Assurance				
PM	A2	Dissemination				

IO1 Manual on Dressing Techniques learning / teaching / training material – Manual / handbook / guidance material

- in 5 languages, approaches of 4 countries including the most effective technique to dress the wounds
- 2 persons from each country will work internationally to complete the output
- it can be used in care centers, hospitals, homes and as a course material for medical lessons
- uploaded to internet in pdf format with an open access, source for nurses, students, caregivers and relatives of patients suffering from wounds
- the duties will be distributed among the partners, methodology of collaborative work will be applied

Multiplier Events

- 50 people will be invited among health organizations around, medical schools, universities, student representatives etc.
- the participants will present the output of our project

Learning/Teaching/Training Activities

- are for information sharing and experience transfer
- should be held for the dissemination of our intellectual output and will be a rehearsal for using it as course materials
- provide Europass certificate
- serve for implementation and administrative activities and the following objectives and Erasmus + KA 2 priorities:
 1. innovation in terms of overall patient care and infection prevention and "reduction in suffering"
 2. a curriculum for "wound care, dressing measures and prevention of infections" will be considered as a curriculum proposal and preliminary policy proposal for education

3. Gantogram

- to arrange the exact dates for 2nd, 3rd and 4th TM and Learning/Teaching/Training Activities
- Slovenija, April 2019 – 2nd TM
- Germany, September 2019 – 3rdTM
- Turkey, January 2020 – 4thTM and LTTA

Proposal of Gantogram

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
4				10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3
5			MONTHS	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18
6		Project activity*																			
7		A1																			
8		O1																			
9		M1 - HR																			
10		M2 - SI																			
11		M3 - DE																			
12		M4 - TR																			
13		E1 - HR																			
14		E2 - SI																			
15		E3 - DE																			
16		E4 - TR																			
17		C1																			
18																					
19																					
20																					
21																					

Please insert rows as needed

*Project activity types:

- An - PROJECT MANAGEMENT AND IMPLEMENTATION ACTIVITIES
- On /An - INTELLECTUAL OUTPUTS/ACTIVITIES
- Mn - TRANSNATIONAL PROJECT MEETINGS
- En - MULTIPLIER EVENTS
- Cn - LEARNING/TEACHING/TRAINING ACTIVITIES
- n - number of the activity

Duties of Monitoring Committee

(each partner will propose a member of MC)

- established to assess the effectiveness of the project and its results
- once a month, committee members will write a report about the progress of project works
- work will be realized during transnational meetings and by sharing data on the internet
- activities will start after the 1st transnational meeting and finish when the closure meeting be held

AGENDA FOR 1ST TRANSNATIONAL MEETING

4th December 2018.

1. Intellectual output of Project – Manual „An Inovative Application in Wound Care”
 - Every partner should have proposal (written or oral) of content, extent, structure of Manual
 - Discussion about content, extent, structure of Manual
 - Determination tasks for each partner up to next TM in Slovenia

2. Impact of the Project – Round up

- Presenting results of workshops „Impact of our project” on common roll up poster (coordinator of Project)

3. Dissemination – Web page of the Project

- Discussion about dissemination activities
- Presenting web page of project – design, structure and technical part of web page (coordinator; IT expert)