

European Young Family Doctors' Movement

HIPPOKRATES Exchange Programme

This document should be used as a record of your participation on a Hippokrates Exchange.

Without this you will not be permitted to undertake an Exchange under the Hippokrates Exchange Programme, nor be issued with a Certificate of Completion.

Exchange timeline

☐ **Step 1: Telephone/online Conversation**

Telephone conversation/Video call takes place between Host & Visitor. It is the Visitor's responsibility to organise this.

This should happen 17 weeks before the exchange.

☐ **Step 2: Completion of the Learning Objectives by Visitor**

The **Learning Objectives** should be completed by the Visitor. The Visitor should e-mail the **Learning Objectives** to the Host for review.

This should happen 16 weeks before the exchange.

☐ **Step 3: Completion of the Educational Programme by Host**

The Host reviews the **Learning Objectives** and considers if they are appropriate. If so he/she devises an **Educational Programme**, signs the pre-exchange declaration and sends the documents to the Visitor.

This should happen 15 weeks before the exchange.

☐ **Step 4: Confirmation of the proposed Exchange**

The **pre-exchange declaration** is then signed by the Visitor and the **Learning Objectives** & **Educational Programme** documents emailed by the Visitor to the Visitor's National Exchange Coordinator for approval.

This should happen 14 weeks before the exchange.

Once the documents have been checked by the Visitor's National Exchange Coordinator, the exchange will be officially confirmed.

This should happen 12 weeks before the exchange.

WITHOUT THESE STEPS THE YOU WILL NOT BE PERMITTED TO PARTICIPATE ON A HIPPOKRATES EXCHANGE

☐ **Step 5: The Exchange takes place**

☐ **Step 6: Completion of Learning Outcomes & Final Report by Visitor**

The **Learning Outcomes & Final Report** should be completed by the Visitor. These should be reviewed and the **post-exchange declaration** signed by the Host to confirm that the specified Learning Outcomes have been met. The completed form should then be sent by the Visitor to the Visitor's National Exchange Coordinator for approval.

This should happen within 1 week of the exchange.

☐ **Step 7: Completion of Feedback Forms by Visitor & Host**

The relevant **Feedback Form** should be completed by the Visitor & Host and sent to both Visitor's and Host's National Exchange Coordinators.

This should happen within 1 week of the exchange.

☐ **Step 8: Certificate of Completion**

The Host's National Exchange Coordinator should notify the Visitor's National Exchange Coordinator of any problems. The Visitor's National Exchange Coordinator must notify the EYFDM Exchange Officer that the exchange met the educational requirements of the Hippokrates Exchange Programme and send them a copy of the Final Report (exchange@eyfdm.eu)**.** Thereafter the EYFDM Exchange Officer will issue to the Visitor and Host their **Certificate of Completion**.

This should happen within 2 weeks of the exchange.

European Young Family Doctors' Movement

Your Exchange enquiry details

Date of enquiry	
Date of your proposed visit	
Language(s) spoken Please specify your level 1. Beginner 2. Intermediate 3. Advanced 4. Fluent	
Next of Kin (Emergency contact)	
Do you have any disabilities your host should be aware of?	

Exchange Details

Visitor		
Name		
Email		
Country		
Home Address		
National Exchange Coordinator	Name	
	Email	

Host		
Name		
Email		
Country		
Host Practice Address		
National Exchange Coordinator	Name	
	Email	

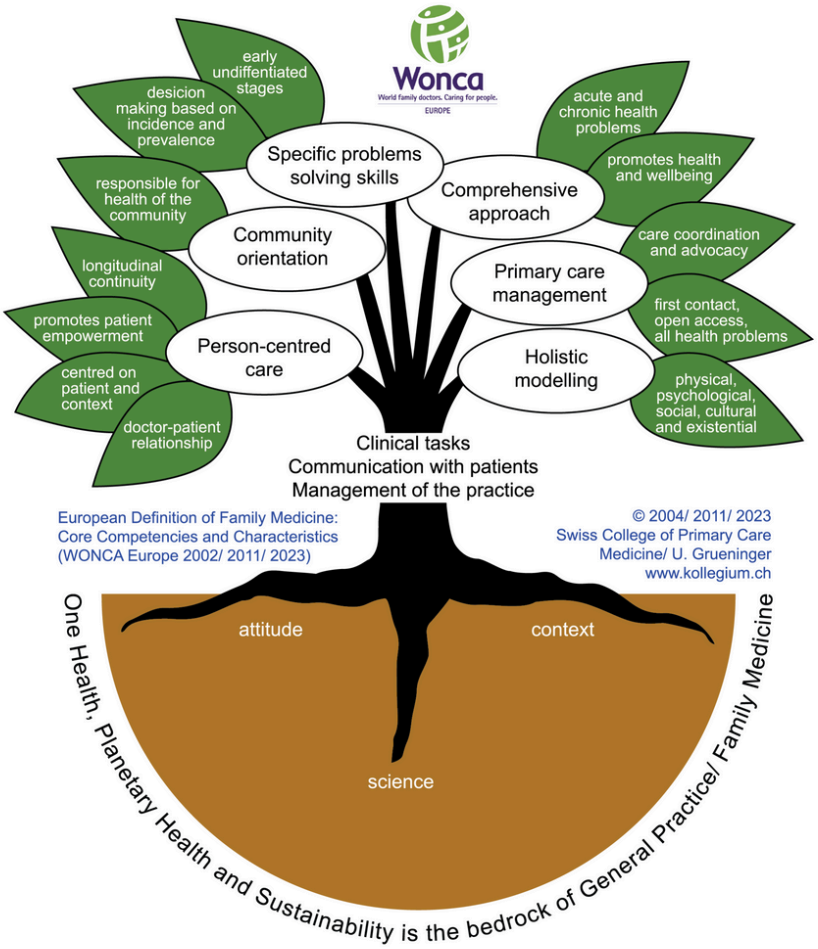
Learning Objectives

Learning objectives should be guided by the Visitor's own learning needs, their national vocational training curriculum, EURACT's Definition of General Practice. The learning objectives need to be realistically achievable within the Educational Programme the Host can offer.

The Host is also invited to complete his/her own learning objectives, however they are not required to do so.

The Learning Objectives template is based on the European Academy of Teachers in General Practice's (EURACT) definition of a General Practice/Family Medicine. The diagram below outlines the core competencies and characteristics. For the full definition please visit:

https://www.woncaeurope.org/page/wonca-tree



Learning Objectives

To be completed by the Visitor

Primary Care Management
Community Orientation
Specific Problem Solving Skills
Comprehensive Approach
Person Centred Care
Holistic Modelling
Additional

Educational Programme

Hippokrates exchanges are normally **2 weeks** long and should cover approximately **35 hours per week** of exchange related activities.

The Educational Programme should offer:

- The visitor exposure to all areas of the host practice and vice versa. This can include clinical, administrative and managerial work.
- A programme which takes into consideration the Host's and the other members of the Hosting practice's learning objectives.
- An opportunity for the visitor to give a presentation on their own primary care system and training structure.
- An opportunity for the visitor to meet local trainees and where possible attend local teaching sessions.
- 1-2 hours per week for a tutorial between the visitor and host.

All activity should be observational. **For legal reasons under no circumstance should the visitor engage in any clinical or administrative work.**

The Educational Programme should be completed by the Host using the table on the following page of this document.

Educational Programme

To be completed by the Host

Date of first day:

Week 1:

	Monday	Tuesday	Wednesday	Thursday	Friday
Am					
Pm					

Week 2:

	Monday	Tuesday	Wednesday	Thursday	Friday
Am					
Pm					

Pre-Exchange Declaration

The **Pre-Exchange Declaration** should be signed once the Learning Objectives **AND** Educational Programme have been agreed by the Visitor and Host.

I confirm that the above-named Visitor will be taking part on a Hippokrates exchange with the above-named Host on the dates specified.

I confirm I have read and I am in agreement with the Learning Objectives & Educational Programme outlined above.

Host	Visitor
Name: Signature: Date:	Name: Signature: Date:

This completed & signed document should now be sent to the Visitor's National Exchange Coordinator to officially confirm the exchange.. The Host's National Exchange Coordinator should also be notified by the Visitor that an exchange is planned.

I confirm I have read and I am in agreement with the Learning Objectives & Educational Programme outlined above.

Visitor's National Exchange Coordinator
Name: Signature: Date:

After the Exchange

Learning Outcomes

To be completed by the Visitor

Primary Care Management - Original Learning Objectives

Primary Care Management - Actual Learning Outcomes

Community Orientation - Original Learning Objectives

Community Orientation - Actual Learning Outcomes

Specific Problem-Solving Skills - Original Learning Objectives

Specific Problem-Solving Skills - Actual Learning Outcomes

Comprehensive Approach - Original Learning Objectives

Comprehensive Approach - Actual Learning Outcomes

Person Centred Care - Original Learning Objectives

Person Centred Care - Actual Learning Outcomes

Holistic Modelling - Original Learning Objectives

Holistic Modelling - Actual Learning Outcomes

Additional - Original Learning Objectives

Additional - Actual Learning Outcomes

Final Report

This Final Report should be completed below and submitted to the Visitor's & Host's National Exchange Coordinators and EYFDM Exchange Officer (exchange@eyfdm.eu), no later than **1 week after the exchange**.

The report needs to be written in **English**.

All participants are strongly encouraged to present and/or publish their experiences nationally and internationally.

We kindly ask that reports would be interesting and self-reflective of your own learning experiences. Please avoid producing a report that is not self-reflective i.e. purely relays facts or has been done by AI.

The minimum word count is **500 words**.

We warmly invite hosts to also write a report of their experiences, although this is not essential to receive a Certificate of Completion.

To help you, these are some topics you may choose to write about:

- A comparison between your own and your Host's (Visitor's) country's:
  - Undergraduate training
  - General Practice Training
  - Role of the GP trainee
  - Role of the GP
  - Role of the other members of the clinic e.g. nurses, psychologist etc
  - Patient expectations
  - Working hours
  - Appointment length
  - Number of patients seen in a day
  - GP Clinic consultation rooms & building structure
  - Additional services offered
  - Home visits
  - Acute care management
  - Chronic care management
  - GP pay
  - GP insurance
  - How the General Practice is funded
  - Relation between primary and secondary care
  - GP Networks e.g. junior, research, quality, rural, education & training
  - How the GP/General Practice is viewed by society
  - Culture & Religion
  - Law & Ethics
- What do you think your country does well and what it could do better?
- What have you learned from your experience?
- How has your experience affected you and the way you may work as a GP in future?
- Would you recommend this experience to someone else?

Final Report

Visitor's Country	
Host's Country	
Year of exchange	

Post-Exchange Declaration

The **Post-Exchange Declaration** should be signed once the Learning Outcomes **AND** Final Report have been reviewed by the Host and both parties are satisfied with the outcome of the exchange.

I confirm that the above-named Visitor has taken part on a Hippokrates Exchange with the above named Host on the dates specified and following the Educational Programme specified above.

I confirm I have read and I am in agreement with the Learning Outcomes outlined above.

Host	Visitor
Name: Signature: Date:	Name: Signature: Date:

This fully completed & signed document should be sent to the Visitor's National Exchange Coordinator to confirm that the exchange has taken place and has met the educational requirements for a Hippokrates Exchange. The Visitor's National Exchange Coordinator will then liaise with the Host's National Exchange Coordinator and EYFDM Exchange Officer who will issue the Visitor and Host with the Hippokrates Certificate of Completion.