

SAFEMED+ Quality Assurance Working Team Regulation

SAFEMED+ Description

Simulation in Undergraduate MEDical Education for Improvement of SAFETy and Quality of Patient Care (SAFEMED+) is ERASMUS+ KA2 CBHE project financed during CALL 2020. The project brings together 6 Medical High Education Institutions (HEIs) of Georgia (GE), Ukraine (UA) and Armenia (AM), three former Soviet Union Eastern Partnership countries with similar needs for improving the safety and quality of patient care by implementing the medical simulation methods within undergraduate medical education. Within the scope of the project, the SAFEMED+ consortium brings 3 Medical HEIs from Lithuania, Italy and Spain with a more advanced practice and quality of undergraduate medical education to support capacity building and experience sharing to HEIs from GE, UA and AM.

Quality Assurance Working Team (QAWT)

The Quality Plan of SAFEMED+ includes internal and external QA. A Quality Assurance Working Team will be appointed which will manage the internal QA. At the beginning of the project this working group will create its workplan, and following this workplan it will monitor all activities within the project and generate internal QA reports. These reports will be submitted once a year to the project Steering Committee.

Local SAFEMED+ team will support the implementation of Quality plans. The reports will indicate all the problems encountered, followed by suggestions how to overcome them, possible comments and suggestions by partner universities how to improve QA, as well as students' feedback obtained during project development and implementation.

For External Quality Assurance QAWT needs to call External Expert via Tendering process. Terms of References for the External Quality Expert is described ToR Document.

QAWT Members

During the Kick-off meeting (held on February 24-25, 2021) of the SAFEMED+ project each consortium HEI was asked to nominate one of their staff members as SAFEMED+ QAWT member. Mostly QAWT members are representatives of the HEIs' local authorities who are involved in Quality Assurance Service. The QAWT members are contracted by host institutions and participating in QAWT meetings for planning project Quality measurement tools, problem identification/solving and decision-making. QAWT will function throughout the SAFEMED+ Lifetime over 36 months.

QAWT Staff Costs

Each QAWT staff costs will be covered according to the SAFEMED+ Grant Agreement and Partnership Agreement.

QAWT Aims and Functions

QAWT main functions include:

1. Preparing SAFEMED+ Quality Plan.
2. Establishment of internal quality control standards and impact measurement tools.
3. Creation of quality measurement tools (like satisfactory questionnaires) for SAFEMED+ consortium staff, students, teachers and other stakeholders for qualitative analysis.
4. Statistic analysis of all OSCE exams (eg, reliability, feasibility, difficulty index of OSCE).
5. QA of project implementation and management process.
6. Semi-annual Quality Report to SAFEMED+ Steering Committee (SC).
7. Creation of ToR for Quality External Expert.
8. Cooperation with the External Evaluator.

General Regulations of QAWT

1. QAWT members should meet regularly once in every 6 months of SAFEMED+ Calendar. It can organize additional ad hoc meetings depending on SAFEMED+ project needs.
2. Each consortium HEI should apply to SAFEMED+ coordinator for any amendment(s) in the project implementation plan.

SAFEMED+ QAWT Reporting

QAWT should provide semi-annual report to SC every 6 months of SAFEMED+ project Calendar.