

DOCUMENT 1

GENERAL INFORMATION FOR NATIONAL CO-ORDINATORS, PARTICIPANTS AND HOSTS

1. HOPE, European Hospital and Healthcare Federation, is an association which consists of representatives of national hospital and healthcare organisations or, where these do not exist, of national institutions, responsible for the hospital and healthcare sector in the Member States of the European Union. Switzerland is an observer member.
2. One of the basic objectives of HOPE is to promote exchange of knowledge and expertise within the European Union and to provide training and experience for hospital and healthcare professionals in this European context. In 1981, in pursuance of its objectives, HOPE decided to set up an Exchange Programme for hospital professionals. Originally intended for hospital professionals the Exchange Programme is now open to other healthcare professionals and some countries are already hosting participants in non-hospital healthcare facilities. This Exchange Programme aims to lead to better understanding of the functioning of healthcare and hospital systems within the EU and neighbour countries, by facilitating co-operation and exchange of best practices.
3. HOPE Exchange Programme proposes a 4-week training period intended for managers and other professionals with managerial responsibilities. They must be working in hospitals or healthcare facilities, adequately experienced in their profession with a minimum of three years of experience and having proficiency in the language that is accepted by the host country. HOPE Exchange Programme is NOT a medical or technical programme. It is a multi professional programme. It is aimed at professions and professionals who are directly or indirectly involved in the management of European health care services and hospitals.
4. Participation of candidates and host organisations is organized through the distribution of information (application forms, timetable, information sheets...) by national co-ordinators and depends on the willingness of the employing authority to grant special leave with pay to the candidates going abroad. Host organisations are requested to provide free accommodation as well as meals at a reasonable price.
5. The exchange period for 2012 **starts on May 14 and ends on June 13, 2012 included.**
6. The exchange programme 2012 will be closed by HOPE Agora - an evaluation meeting combined with a conference - in Berlin (Germany) on June 11-13, 2012 on the issue of "**Ageing health workforce – ageing patients: multiple challenges for hospitals and healthcare in Europe**". **The evaluation meeting is considered as part of the training and all professionals should attend them.** Detailed information will be made available later. Hosts are kindly invited as well. A minimum financial contribution of about Euro 250 will be asked of the participants as booking fee for the meetings and the meals that are offered. Representatives of host organisations are also invited but along with other attendees (except exchange programme participants), they will have to pay a registration fee and accommodation.

7. The host will organise an individual Exchange programme including the following.

General

An overview of the healthcare system in the country. It is important to give the participant the opportunity to see how the host organisation fits into the broader pattern of health services in its city, region and country.

Theme

An opportunity to perceive and discuss a broad range of services and functions, which contribute to the overall theme of the programme for the year. This may include visiting clinical professionals and managers to understand the inter-dependencies within the system.

Specific interests

There should be an agreement between the host organisation and the participant on specific issues, which the participant would like addressed during the programme. Some of these requirements may only become clear during the programme and so time must be allowed for this.

Presentation

The host organisation will ensure that the participants have sufficient time to contribute to the national presentation for the host country. This may involve attending meetings of all visiting participants or preparing information locally. (Access to IT and the internet outside of normal working hours will therefore be important).

The emphasis in the programme will be practical rather than academic.

It should be clear that the HOPE Exchange Programme is NOT a medical training programme and that participants will be supernumerary in the host organization to which they are sent.

8. Participation by the selected professionals will depend on the willingness of their employing authority to grant special leave with pay.
9. Once his/her attachment is known, the professional will contact his/her host as soon as possible in order to discuss the individual exchange programme and accommodation facilities.
10. The participant **MUST contact** the national co-ordinator of the host country **by phone before January 31, 2012** so that the latter can test his **language knowledge**. **Before February 15, 2012** the professional should **confirm** and **before April 30, 2012 reconfirm** his/her participation in the programme (host organization and national co-ordinators of both sending and host country have to be contacted each time).
11. Once an agreement has been reached with the professional, an outline of the **individual exchange programme** will be sent by e-mail to HOPE (exchange@hope.be), European co-ordinator of the HOPE Exchange Programme, and this **before March 31, 2012**.

12. Professionals will have a general responsibility towards HOPE and HOPE reserves the right to terminate participation at any time. While the participant is on placement, he/she will have the same responsibility towards the host organisation as a member of the administrator's own staff.
13. The host organisation is legally responsible for damages that may be caused to third parties by the participant of the Exchange Programme during this attachment. The host organisation should recognise its civil liability for professionals and provide for this in the same way as for the other personnel.
14. The professional will be required to **submit a report** on his/her participation in the programme to HOPE, European co-ordinator of the HOPE Exchange Programme **and** to the national co-ordinators (host and sending country) **not later than 31 July 2012**.
15. At the end of their exchange, the professionals will receive a certificate. This certificate does not entitle to wage demands.
16. Each national delegation is responsible for the initial selection of its own professionals for participation in the Exchange Programme and for their language proficiency. Applications are invited from professionals who believe that they can meet the requirements set out in this document and from organisations that are willing to host a professional. **The application forms** should be completed and returned by **31 October 2011 at the latest** to the national co-ordinators.