

DOCUMENT 9

INFORMATION SHEET FOR SELECTED PROFESSIONALS

1. **Before January 31, 2012**, the candidate **MUST** have contacted the national co-ordinator of the host country by phone so that the latter can test his language knowledge.
2. Once his/her attachment is known, the professional should contact his/her host as soon as possible in order to arrange accommodation facilities (offered on a free basis) and to discuss the individual interests. Professionals who did **NOT contact the host before February 15, 2012** to start the preparatory work are considered **NOT to take part** in the programme.
3. An outline of the individual exchange programme has to be sent to HOPE by e-mail (exchange@hope.be) **before March 31, 2012**.
4. **Before April 30, 2012** the professional should reconfirm his/her participation in the programme (host and national co-ordinators of both sending and host country have to be contacted again).
5. Professionals should be prepared to give adequate information on their organisation and healthcare system in their country to their hosts.
6. During the evaluation meeting held at the end of the programme, each group of professionals having been in the same host country has to comment on its experiences relating to the evaluation meeting's theme. The theme for 2012 is "**Ageing health workforce – ageing patients: multiple challenges for hospitals and healthcare in Europe**".
7. Each professional has to submit a report on his/her attachment to HOPE, European co-ordinator of the HOPE Exchange Programme, **no later than 31 July 2012** (*Document 4*) and to send one copy to the host, one copy to the co-ordinator in the sending country and one copy to the co-ordinator in the host country.