

**Project “Osteosynthesis for Surgical Management of Fractures for
Orthopaedic Surgeons and Biomedical Engineers”**

3-4 September 2015

Medical University Plovdiv

Minutes of the project meeting

3d September

Timetable	Agenda	Participants
10:00-10:15	Welcome, opening of the dissemination workshop	MUP
10:15-11:15	Presentation of the project	TUS
<i>11:15-11:30</i>	<i>Coffee break</i>	
11:30-13:00	Demonstration of courses	ALL
<i>13:00-14:30</i>	<i>Lunch</i>	
14:30-16:00	Overview of the exploitation: pilot test and field trial	IBV
16:00-17:30	Discussion with the participants of the workshop for further exploitation of courses in the medical and engineering sector	ALL

4th September 2015:

10:15-11:15	WP1 Management, Project tasks and results overview with regard to the final report	TUS
<i>11:15-11:30</i>	<i>Coffee break</i>	
11:30-12:00	WP6 Exploitation. Reporting the field trial results	IBV
12:00-13:00	WP6 Discussion on the field trial at each institution	ALL
<i>13:00-14:30</i>	<i>Lunch</i>	
14:30-15:30	WP5 Dissemination	ALL
15:30-16:30	WP4 Evaluation	External evaluator
16:30-17:00	Final financial report preparation	TUS
17:00-17:30	Final report preparation	TUS
17:30-18:00	End of the meeting and of the project	ALL

3d September

Opening

Welcome, opening of the meeting by the vice rector of the Medical University, presentation of a movie for Medical University Plovdiv.

Demonstration of project results and the courses to the audience of the seminar

Slavka: presentation of the project with examples of the survey for the need analysis, some courses and the pilot test and field trial.

Juan: demonstration of courses and the e-learning materials

Eng. Atanassova asked about the use of the courses after the end of the project

Slavka: two options: IBV continues the maintenance and administration or they create accounts to the teachers from the partner institutions to administrate the course. The next day an exploitation agreement should be prepared.

Zoe – demonstration of the new case studies to be added in the newly created database of case studies.

Discussion with the audience on the techniques demonstrated by D-r Dailiana.

Keti – demonstration of their case studies.

Discussion with the audience about the enrolment procedures and the use of the courses and the data base.

Slavka: two options: IBV continues the maintenance and administration or they create accounts to the teachers from the partner institutions to administrate the course. In all cases, the free access to the courses will be provided to the residents/students of all participating institutions including after the end of the project.

4th September

Management

Slavka: The NA has been contacted. The files for the final reports are not yet available. The partners have to fill the excel tables and to prepare the copies of all financial documents, including timesheets, invoices, travel documents, subcontracting agreement.

Zoe brought all financial document of DOS for the second year. Only the report for the last travel should be presented later.

Exploitation. Field trial

Juan: The field trial is undergoing with 65 participants. The final exams will start on 7th September. The report on the field trial will be presented by the end of September after the final exams.

Zoe: From DOS 25 residents are enrolled but it is not sure that all will finish all courses. At least 20 will do the final exam.

Keti: From MUP the users are 20.

Slavka: 20 engineers are enrolled for the field trial.

Dissemination

Slavka presented the designed leaflet of the project and asked all partners to translate the text in their language. The leaflets will be printed at the editing company at TUS in English, Bulgarian, Greek and Spanish.

Demo CD will be created by TUS and provided for dissemination with the leaflet.

The project Web page is translated in all partners' languages.

Evaluation

The external evaluator could not attend the meeting but she will perform the evaluation of the reports from the pilot test and field trial and of the final report.

Discussion on the remarks for the interim report was done. There was a remark that the courses have not been translated but the interim report was before the

deadline for the translation and adaptation of all courses. The adaptations consisted in development of presentations with different clinical cases.

Reporting

Slavka: Please, explain in written form:

- what is the adaptation of courses that you made,
- “how exactly the needs analysis led to adaptation, amendment and further development of the learning modules (it is not clear what was amended, changed, improved, etc.); “
- Juan – interactivity of the courses, exercises, activities;
- how exactly the described equipment is used in the project activities;

To Do List for the final report

- All - explanation on “how exactly the needs analysis led to adaptation, amendment and further development of the learning modules (it is not clear what was amended, changed, improved, etc.); “
- To add in the Results on the project Web page the file with the learning outcomes.
- More explanation on “The interim report does not provided an answer to the question HOW the results contributed to achieve the project objectives (e.g. page 16 and 17);”
- Juan – some details on the remark: “all modules are just in a PDF format with zero interactivity, the Bulgarian course comprises PDFs in English, the Greek is empty:, e.g. pdf files can be downloaded and used without Internet access. The interactivity is provided by pre-tests and post-tests and exercises. In addition, new case studies from the practice of the Bulgarian and Greek partners have been added. New videos from the operation theatre, the anatomy lab and medical practice were created and a case study database was created in addition to the already available materials.
- To describe the content of the course and what is expected at its completion at the frontpanel of the e-learning platform and to send the text to Juan.
- All courses are necessary for both, doctors and engineers but the courses 1,2.1, 3.1, 9.1 have more engineering content and courses 6.1, 6.3, 7.3, 7.4, 7.5, 8, 9.2.9.3, 9.4 focus mostly medical practice.
- To install the videos and presentation on the server of TUS in a case study database and to send the link to Juan.
- Explain how exactly the described equipment is used in the project activities;
- Explain the relation of the results with VET system (national and EU) and how they will contribute to it.