

INFORMATION FOR PARTICIPANTS AND ORGANIZATIONS

What do you gain?

What do you gain from participating in HOPE as a participant, as an organization sending a participant and as an organization receiving a participant?

- Sustainable individual development of managers and professionals in an European healthcare setting;
- New ideas and new ways of addressing challenges in the participants own organization and in the sending healthcare system;
- Better and more complex understanding of own healthcare system and the European healthcare system in general, challenges and possible solution;
- New perspective on your own position, challenges and possibilities;
- A ticket to a European network of healthcare professionals.

General information on the HOPE Exchange Programme

1. HOPE, the European Hospital and Healthcare Federation, is an international organisation which represents national public and private hospital associations and hospital owners, either federations of local and regional authorities or national health services. Today, HOPE is made up of 36 organisations coming from the 28 Member States of the European Union, Switzerland and the Republic of Serbia.
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 have already hosted 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 good practices.

3. The 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. Participants will be supernumerary in the host organisation to which they are sent.
4. Participation of candidates and host organisations is organised 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.

The HOPE Exchange Programme emphasis

5. The emphasis in the programme will be practical rather than academic. The host will organise an individual exchange programme including the four following elements. Those four different perspectives will in the HOPE Exchange Programme be more or less overlapping and cannot be seen as unique or separated parts. Depending on the host country, host organization and the possibilities given here, the theme and participant's background and interests the different perspectives will show differently throughout the programme.

5.1 General overview of the healthcare system of the country

It is important to give the participant the opportunity to understand and explore how the healthcare system is organised on a national level. The participants should be able to explore the consequences of differences in types of organisation, differences in culture, differences in economical drivers or incitements etc.

5.2 General overview and understanding of the host organization

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. The participants should be able to explore different levels, teams, wards and special functions in the host organisation and if possible collaborating units to the organisation .

5.3 Theme of the year

The programme is 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.

5.4 *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.

5.5 *The HOPE Agora*

An important part of the HOPE Exchange Programme is to facilitate the exchange of knowledge and expertise between healthcare professionals in a European context. In pursuance of this the HOPE Exchange Programme terminates with the HOPE Agora. This closing congress is considered an integral part of the HOPE Exchange Programme giving the participants the possibility to show and to discuss their observations and conclusions.

As a part of the HOPE Agora the participants of the HOPE Exchange programme will as a group give a presentation on the host country. The host organisations will ensure that the participants have sufficient time to contribute to the presentation on 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 HOPE Exchange Programme from start to end

6. 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 welcomed 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 2018 at the latest** to the national co-ordinators.
7. Participation by the selected professionals will depend on the willingness of their employing authority to grant special leave with pay.
8. The participant **MUST** contact the national co-ordinator of the host country by phone **before 15 January 2019** so that the latter can **test his language knowledge**.
9. Once the attachment is known, the professional will contact the host as soon as possible in order to discuss the individual exchange programme and accommodation facilities.
10. **Before 15 February 2019** the professional should **confirm participation** in the programme (host organisation 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 the national coordinator of the host country **before 31 March 2019**.

12. The exchange period for 2019 **starts on 6 May and ends on 4 June 2019**.
13. Professionals will have a general responsibility towards HOPE and HOPE reserves the right to terminate participation at any time. While on placement, the participant will have the same responsibility towards the host organisation as a member of its own staff.
14. The host organisation is legally responsible for damages that may be caused to third parties by the participant of the HOPE 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.
15. The HOPE Exchange Programme 2019 will be closed by HOPE Agora. The closing congress is considered as part of the training and all professionals should attend it. A minimum financial contribution of at least Euro 350 will be asked of the HOPE Exchange Programme participants as booking fee for the HOPE Exchange Programme. This contribution will then help the organiser of the Agora to cover part of the accommodation, the meetings and the meals that are offered. Representatives of host organisations are also invited but along with other attendees (except the exchange programme participants), they will have to pay a registration fee **and** their own accommodation.
16. The professional will **submit a report** (Form P3) of participation in the HOPE Exchange Programme to HOPE **and** to the national co-ordinators (host and sending country) **not later than 31 July 2019**.
17. If the report has been received, the professional will receive a certificate in the autumn. This certificate does not entitle to wage demands.