Developing, implementing, and disseminating an adaptive clinical reasoning curriculum for healthcare students and educators

612454-EPP-1-2019-1-DE-EPPKA2-KA

D8.3 Monitoring of the working process

Deliverable number	D8.3
Delivery date	End 2020, **End 2021,** End 2022
Status	continuously
License	BY-NC-ND
Authors	UAU
Reviewed by	All partners

Co-funded by the Erasmus+ Programme of the European Union

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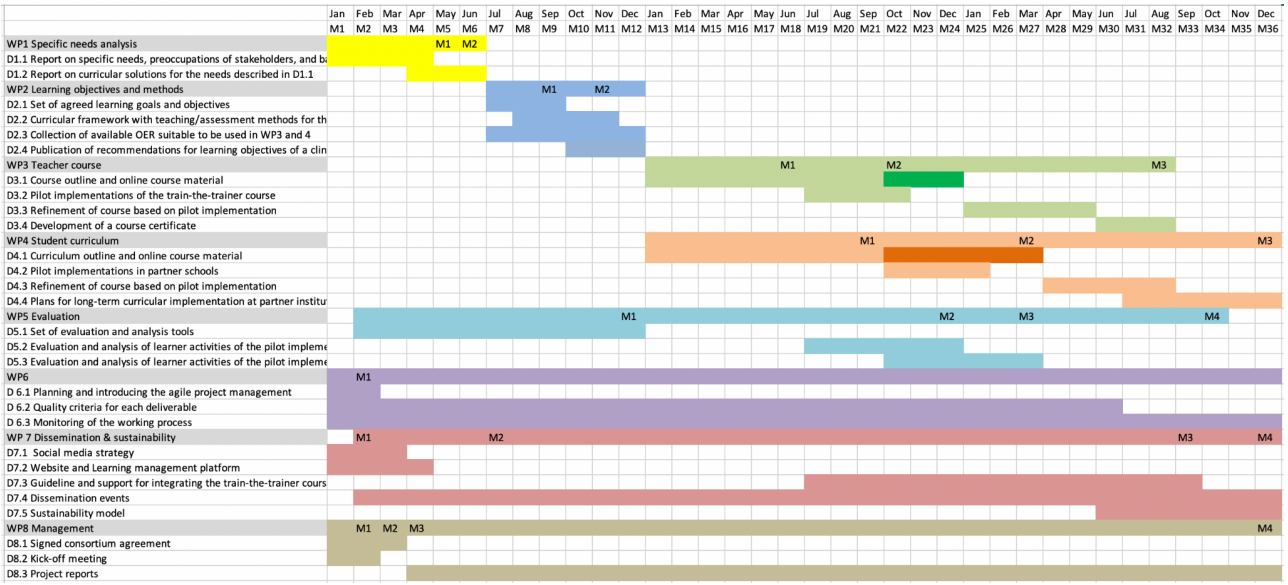
Overview

Deliverable D8.3 runs throughout and includes a yearly progress report of the project and its activities and is aligned with the continuous reporting in D6.3. Each report contains a summary of achieved outcomes of the last 12 months.
All results achieved in year 1 and 2 are published on the DID-ACT website and the Erasmus+ Project Results Platform, and also described in more detail in the D6.3 report for M24. The Gantt chart shows an overview about the project activities:



Updated Gantt chart of the work packages and deliverables of the project, including the requested extensions of D3.1 and D4.1

Report M24

Completed Work Packages

In year 2 of the project we completed several deliverables from workpackages 3 and 5. We published these deliverables on the project website and the Erasmus+ Project Results Platform and the progress is described and published in more detail in D6.3.

Completed Deliverables

In year 2 we completed and published the following deliverables summarized in the table below. More details can be found in the D6.3 report. The due dates for the deliverables D3.1 has been changed to M24 and D4.1 has been changed from the original proposal to M27 as we discovered some Corona-related delays. This had no negative effects on other deliverables.

Deliverable	Title	Start Date	Due Date
D3.1	Course outline and online course material for the train-the-trainer course	M13	M24
D3.2	Pilot implementation of the train-the-trainer course	M19	M22
D5.2	Evaluation and analysis of learner activities of the pilot implementations of the train-the-trainer course	M19	M24

Overview of completed deliverables in year 2

A major task in year 2 was the development of the learning units for the train-the-trainer courses and the student curriculum and piloting these at the end of year 2. This required a strong commitment by all partners and our associate partners in the development and review of learning units according to quality criteria, and the implementation in our learning management platform moodle. In addition we planned and implemented the evaluation for the piloting and each partner organized two rounds of pilots at their institutions. We received valuable feedback from the participants of these pilots, which will guide the refinement of the learning units as part of D3.3 and D4.3 starting in year 3.

Ongoing Deliverables

In year 1 or 2 the following deliverables have started and are still continuing. More details on the current progress of these deliverables can be found in the D6.3 report.

Deliverable	Title	Start Date	Due Date

D4.1	Course outline and online course material for the student curriculum	M13	M27
D4.2	Pilot implementation of the student curriculum	M22	M25
D5.3	Evaluation and analysis of learner activities of the pilot implementations of the student curriculum	M22	M27
D6.2	Quality criteria for each deliverable	M1	M30
D6.3	Monitoring of the working process	M1	M36
D7.3	Guideline and support for integrating the train-the-trainer course and the student curriculum into non-partner healthcare institutions	M19	M33
D7.4	Dissemination Events	M2	M36
D8.3	Project reports	M4	M36

We continued our efforts to disseminate the project results on our website, on social media (Twitter, LinkedIn, and ResearchGate), with scientific articles, and on international (virtual) conferences. An overview of these activities can be found on our website. For next year, we hope that conferences will take place face-to-face again, so that we can provide workshops on our project results more effectively. During the planning, implementation, and evaluation of the pilots, we also started to collect ideas and aspects for the integration guideline (D7.3).

Planning of future deliverables

Although not starting before June 2022, we already brainstormed and discussed ideas related to the sustainability model we will develop for the DID-ACT project results. We dedicated a session during the project meeting in Bern to this topic, which was led by EDU and Instruct. We will continue this discussion during our next meeting that is planned for February 2022.

Project Management Activities

Recruiting of new staff, team members, and associate partners

In year 2 we recognized an increased interest in our project, which also resulted in new associate partners from the ETH Zürich and a nursing school in Bern, Switzerland. The new team members are highly engaged in developing and reviewing the learning units (D3.1 and D4.1). In addition, most partners hired new staff members for their team. Overall, our project consortium includes 42 members at the end of year 2.

Meetings

Bi-weekly online **meetings** take place to discuss news from ongoing deliverables and plan new activities. Weekly internal coordination meetings take place in Augsburg to discuss completed, ongoing, and upcoming tasks.

In September 2021 we organized a transnational project meeting in Bern, Switzerland. Many of the consortium members met there for the first time in-person. However, the Corona-related restrictions still prevented the partners from Sweden and USA from travelling, but they were able to participate online. During this 1 ½ day event we discussed ongoing deliverables, feedback to our interim report and conclusions, and project management tasks.

Monitoring

As an important part of the project management we are closely **monitoring all activities** reported as monthly timesheets, which are delivered by all partners and approved by the UAU project manager. In close collaboration with the WP6 lead (Instruct) the project progress is monitored in Trello and if needed discussed with all partners. In case of any conflicts the steering committee will make final decisions, but as for year 1 this was not required.

Reporting

At the end of June 2021 the interim report of the project was due. We submitted it on time with support of all partners and received a good evaluation including very valuable feedback from the reviewers. This feedback was discussed during our meeting in Bern and we agreed upon and implemented some adaptations to address these suggestions. For example, we implemented some changes to our learning management system to improve the structure and the usability and we decided to publish our quality criteria more prominently on the project website.

Report M12

Completed Work Packages:

In year 1 of the project we completed WP 1 and 2 with their deliverables. The deliverables were published on the project website and the progress is described and published in more detail in D6.3.

Completed Deliverables:

In year 1 we completed and published the following deliverables summarized in the table below. More details can be found in the D6.3 report.

Deliverable	Title	Start Date	Due Date
D5.1	Set of evaluation tools	M2	M12
D6.1	Planning of agile project management	M1	M2
D7.1	Social media strategy based on social network analysis	M1	M3
D7.2	Website and learning management platform	M1	M4
D8.1	Signed consortium agreement	M1	M3
D8.2	Kick-off meeting	M1	M2

Ongoing Deliverables

In year 1 the following deliverables have been started and are still continuing. More details on the current progress of these deliverables can be found in the D6.3 report.

Deliverable	Title	Start Date	Due Date
D6.2	Quality criteria for each deliverable	M1	M30
D6.3	Monitoring of the working process	M1	M36
D7.4	Dissemination Events	M2	M36
D8.3	Project reports	M4	M36

Other activities

Recruiting of new staff and team members

All partners recruited new staff and team members, so that our team description published on the website has grown substantially from 11 participants at the kick-off meeting to 29. As promised in the grant proposal UAU as coordinating partner hired an experienced project manager in May 2020.

Project Management activities

- As an important part of the project management we are closely **monitoring all activities** reported as monthly timesheets, which are delivered by all partners and approved by the UAU project manager. In close collaboration with the WP6 lead (Instruct) the project progress is monitored in Trello and if needed discussed with all partners. In case of any conflicts the steering committee (one person from each partner institution, each with one vote, simple majority) will make final decisions, but so far this was not required.
- Bi-weekly online **meetings** take place to discuss news from ongoing deliverables and plan new activities. A second face-to-face meeting had to be cancelled due to the travel restrictions caused by the Corona pandemic. Weekly internal coordination meetings take place in Augsburg to discuss completed, ongoing, and upcoming tasks.
- In February 2020 the project coordinator participated in the **kick-off meeting** for the funded Knowledge Alliances in Brussels, Belgium. During this one-day event project management aspects were discussed and coordinators introduced their projects.

Planning of WP3 and 4

Towards the end of year 1 the project consortium started the planning for WP3 and 4 in which we will develop the train-the-trainer course and the student curriculum on clinical reasoning. The planning included several preparatory meetings between the WP3 and 4 leads to discuss a joint process and prepare the kick-off meeting of these work packages at the beginning of January 2021.