

GENERAL INFORMATION FOR NATIONAL CO-ORDINATORS, PARTICIPANTS AND HOSTS

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 35 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 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 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.
5. The exchange period for 2015 **starts on 4 May and ends on 30 May**.
6. The exchange programme 2015 will be closed by HOPE Agora in Poland (location to be confirmed) from 31 May to 2 June 2015 around the topic "**Hospitals 2020**". The closing conference is considered as part of the training and all professionals should attend it. A minimum financial contribution of Euro 300 will be asked of the exchange programme participants as booking fee for 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** 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 organisation 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 31 January 2015** so that the latter can **test his language knowledge**.
11. **Before 15 February 2015** the professional should **confirm his/her participation** in the programme (host organisation and national co-ordinators of both sending and host country have to be contacted each time).
12. 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 31 March 2015**.

13. 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.
14. 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.
15. The professional will be required to **submit a report** (Form P3) 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 2015**.
16. At the end of their exchange, the professionals will receive a certificate. This certificate does not entitle to wage demands.
17. 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 2014, at the latest** to the national co-ordinators.