

Project:	„Innovating quality assessment tools for pharmacy studies in Bosnia and Herzegovina“ – IQPharm
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Title:	Training for Teaching staff for EE platform
Lead Organization:	UNSA
Participating Organization:	
Editors:	Almir Badnjevic
Contributors:	

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Deliverable data	Work Package and Outcome ref.nr	WP 2 - T 2.2.4	
	Title	Trining for Teaching staff for EE platform	
	Type	<input type="checkbox"/> Teaching material <input type="checkbox"/> Event <input type="checkbox"/> Learning material <input type="checkbox"/> Report <input checked="" type="checkbox"/> Training material <input checked="" type="checkbox"/> Service / Product	
	Description	<p>IQPHARM EE PLATFORM training took place in Sarajevo, from 24th to 27th of May 2022, organized by Faculty of Pharmacy, University of Sarajevo.</p> <p>All participants and guests were welcomed with the introductory words by prof Dr Tamer Bego and the Dean of Faculty of Pharmacy in Sarajevo, prof Dr Fahir Bečić, after which the Team Group Leader prof Dr Almir Badnjević has guided the participants through the upcoming training. During the course of the three following days, EE PLATFORM was presented and tested together with the attendees: faculty representatives, pharmacy mentors and students. Each group worked closely on each module (student module, module for praxis lead professors and faculty service module, module for mentors) which resulted with the list of remarks which will be implemented in the updated version of the EE PLATFORM.</p>	
	Date	May 2022	
	Language	Bosnian/Croatian/Serbian and English	
Target groups	<input checked="" type="checkbox"/> Teaching staff <input type="checkbox"/> Students <input checked="" type="checkbox"/> Trainees <input checked="" type="checkbox"/> Administrative staff <input checked="" type="checkbox"/> Technical staff <input type="checkbox"/> Librarians <input type="checkbox"/> Industry partners, WB Higher education authorities		
Dissemination level	<input checked="" type="checkbox"/> Department/ Faculty <input checked="" type="checkbox"/> Local <input checked="" type="checkbox"/> National <input type="checkbox"/> Institution <input type="checkbox"/> Regional <input type="checkbox"/> International		
Lead Organization	UNSA		
Participating Organization			
Task	2.2.4 Training for teaching staff for EE platform		

Revision History				
Version	Date	Author(s)	Organization(s)	Brief description of change
1				

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## **1. Introduction**

As part of the implementation of project task - Training for teaching staff for EE platform Faculty of Pharmacy Sarajevo organised two day training for participant from UNSA, UNTZ, UBL and SUM. Professors Fahir Becic, Tamer Bego and Almir Badnjevic introduced teaching staff off EE Platform by presenting EE Platform, Head of experiential education module of the EE platform, Student service module of the EE Platform and current practices in experiential education.

## **2. Objectives of the Deliverable**

### **2.1 System for using messaging (message to all users of one group) and activities before starting the practice**

2.1.2 Sending an invitation email to all students who need to apply for practice, in order to prepare the sanitary booklet in time, which is necessary for working in pharmacies. The sending time is 15 days before the application system is put into operation for the upcoming semester. The platform already contains an option to send mass messages, so this option will be done using the platform itself.

2.1.3 Before the start of the internship itself, all mentors are sent a syllabus according to which the next generation of students should do their internship.

2.1.4 The option of using mass messages for notifications that Practice Leaders can possibly send to all mentors as an invitation or any information.

### **2.2 Instructions for use**

When logging in (and after logging in) to the EE PLATFORM, place the Instructions for the use of the EE platform in a visible place for each group of users (for students, mentors and internship managers, or for student services).

### **2.3 Appendix to the application**

2.3.1 In the internship application form, allow students to attach their sanitary booklet.

2.3.2 In front of the application form, insert a short welcome text and descriptive text about the internship application form itself

### **2.4 Appendix in the overview of practices / students**

2.4.1 In the information about the student, insert a field for PDF printing of the syllabus as well as for PDF printing of the sanitary booklet in the way that the information on the Contract, practice diary and application form now have.

2.4.2 In the information about the student, insert a dynamic QR code, which during the internship will serve as a time sheet notebook using the time record and dividing the same by 45 minutes, which is the duration of one class, can be used to keep the time sheet within the student information.

### **2.5 Keeping a practice diary**

2.5.1 Each student keeps a practice diary on a weekly basis. The presentation of the internship diary is done in advance according to the syllabus, and schedules for all 15 weeks are introduced for the same (that is, for each week that the internship lasts). The schedule consists of a menu for each week on the right side (where the student does not have to fill in the reports each week in order, but the way he completes the tasks in the Pharmacy. By clicking on each of the schedules, e.g. Week 1, the intro text

from the syllabus opens planned work for that week, and below the introductory text there is a unified report format for input by the student. The same report format, apart from the text from the syllabus, should be used for each University.

2.5.2 For each student's entry of a report, the mentor receives an email with the entered report, which he can immediately approve by simply checking (check, uncheck), or he can subsequently approve the entered report by clicking on the Report Archives, at least once a month.

2.5.3 At the end of the practice, all the summary reports can be printed in PDF and grouped into one report, and inside it leave a space intended for the official certification of the completion of the practice with a seal and signature by the Practice Leader, and then by the Mentor. They can print the entire PDF document when printing, and it is enough to upload a certified page with signatures back to the system, which is then attached to all reports in one complete PDF and stored as such a document in the student's archive.

## **2.6 Colloquium**

At the beginning of practice, choose a pool of a certain number of questions so that students can know what to focus on during their practice and constantly prepare for the colloquium. An integrated testing system, you just need to arrange when and how often colloquia should be organized.

## **2.7 Practices for multiple years**

Arrange the introduction of internships and the review of internships for several years, for example, if students have an internship in the first, second, third or fourth year.

## **2.8 Commenting within the platform and evaluation of the work**

Introduce the possibility of evaluating the mentor's work upon completion of the internship. Introduce the possibility that students can add comments to the Practice Manager if they have an application for the work of a Mentor.

## **2.9 Connection with university systems**

2.9.1 After completing the creation of the basic EE PLATFORM, check and enable, if possible, implementation with existing information systems within the University itself.

## **3. Conclusions**

In attempt to evaluate the quality of the training, the level of transferable experiences and knowledge, an analysis of feedback from training participants - a survey - was carried out. The vast majority of training participants were rated with the highest rating without providing additional comments for improvement. Therefore, the positive evaluation of training, as well as the active participation of all participants in trainings, implied the conclusion of the success of the developed EE platform.

**Table 1 EVENT EVALUATION BY PARTICIPANTS** *in percentage*

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
What is your opinion of the general organization and facilities exploited during the event?	66,67	16,67	16,67	0,00	0,00
To which extent did the event cover the announced title?	50,00	33,33	0,00	16,67	0,00
What is your opinion of the presenters/facilitators?	66,67	16,67	16,67	0,00	0,00
Level of quality of presentations given by speakers?	66,67	0,00	33,33	0,00	0,00
To what extent did the event cover your professional needs?	66,67	16,67	0,00	16,67	0,00
What is your opinion of the material that was distributed before or during the event? (if there was any)	66,67	0,00	33,33	0,00	0,00
How do you evaluate the agenda of the event?	66,67	16,67	0,00	16,67	0,00
How do you evaluate the technical resources used?	66,67	0,00	33,33	0,00	0,00
To which extent did the event live up to your expectations?	66,67	16,67	16,67	0,00	0,00
How satisfied are you from the level of participation to the event proceedings?	66,67	0,00	33,33	0,00	0,00
Communication for preparation of the event was satisfactory.	66,67	16,67	16,67	0,00	0,00
The targets of the meeting were fulfilled.	66,67	16,67	16,67	0,00	0,00

## 6. References

1. Agenda: <https://drive.google.com/drive/folders/1h8HM5Op2fldZd7g9GYpFpy4Tt70McbP8>
2. Attendace Sheets:  
[https://drive.google.com/drive/folders/1te6wrWHPI\\_febd9gqejeceDLauN9opw](https://drive.google.com/drive/folders/1te6wrWHPI_febd9gqejeceDLauN9opw)
3. Gallery: <https://drive.google.com/drive/folders/11BCbVLPxyfMI-p-M4E3nISSsZNgV4ZDU>
4. Meeting Evaluation Form:  
[https://docs.google.com/forms/d/130khNMnnFcWk\\_4obWxL4PDE7Mvi6YHDeb9Kly5MQT\\_OO/viewform?edit\\_requested=true](https://docs.google.com/forms/d/130khNMnnFcWk_4obWxL4PDE7Mvi6YHDeb9Kly5MQT_OO/viewform?edit_requested=true)
5. Meeting Evaluation Responses:  
[https://docs.google.com/spreadsheets/d/1Vcon7FX8CWlzhxYenYkU\\_bPM5a0HA\\_TTdaJUlh\\_CzOsY/edit#gid=355686731](https://docs.google.com/spreadsheets/d/1Vcon7FX8CWlzhxYenYkU_bPM5a0HA_TTdaJUlh_CzOsY/edit#gid=355686731)

## **7. Annexes:**

### **7.1. Annex 1**