

Project:	„Innovating quality assessment tools for pharmacy studies in Bosnia and Herzegovina“ – IQPharm
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Work Package 3:	QUALITY PLAN
Title:	Project Monitoring and Quality Assurance
Lead Organization:	University of Chieti-Pescara
Participating Organization:	All consortium members
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Deliverable data	Work Package and Outcome ref.nr	3.2		
	Title			
	Type	<input type="checkbox"/> Teaching material <input type="checkbox"/> Event <input type="checkbox"/> Learning material <input checked="" type="checkbox"/> Report <input type="checkbox"/> Training material <input type="checkbox"/> Service / Product		
	Description	<p>This outcome refers both to internal and external project monitoring and quality reports. Quality Assurance Team will prepare bi-annual quality reports, providing an overview of the activities accomplished, potential problems and delays. Quality reports will be evaluated by the Project Steering Committee and University of Sarajevo International Relations Office. They will also be submitted to National Erasmus+ Office.</p>		
	Date	14.01.2024		
	Language	English		
Target groups	<input checked="" type="checkbox"/> Teaching staff <input type="checkbox"/> Students <input type="checkbox"/> Trainees <input type="checkbox"/> Administrative staff <input checked="" type="checkbox"/> Technical staff <input type="checkbox"/> Librarians <input type="checkbox"/> Others			
Dissemination level	<input type="checkbox"/> Department/ Faculty <input checked="" type="checkbox"/> Institution	<input type="checkbox"/> Local <input checked="" type="checkbox"/> Regional	<input type="checkbox"/> National <input checked="" type="checkbox"/> International	
Lead Organization	University of Chieti-Pescara			
Participating Organization	All consortium members			
Task	3.2 Periodical quality reports (To produce and evaluate periodical quality reports)			

Revision History				
Version	Date	Author(s)	Organization(s)	Brief description of change
v.00	03.06.2022.	Preparation of the document	UNSA	

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1. INTRODUCTION

The document presents the main activities performed by Quality Assurance Team (QAT) on the Quality Control and Monitoring (QCM) actions during the second six month period. The milestone MS3.2 “Periodical quality reports”, which is predicted by the project, reports the activities performed by the QAT during a semester of activities.

The IQPharm project is carried out by a consortium consisting of 8 partners (4 partner countries institutions and 4 program country institutions). The Project is centered on raising the quality and modernization of pharmacy studies at public universities in Bosnia and Herzegovina (BiH) including reinforcement of semi-structured experiential education (EE) in compliance with European Union (EU) standards and regulations of higher education for regulated professions.

This document, meant for internal dissemination, summarizes the activities carried out by the QAT in the second six months of the project (M7 – M12, 15.07.2021 – 14.01.2022). The main key activities regarded the following:

- Approval of the Quality plan v04 (QP) and QP Annex 18 Confirmation Project member, 1st Six-month QAT report, Six Months Plan (15.01.-14.07.2022.), Milestone 3.1 and 4.2 reports and Event Report from the Kick-Off Meeting.

There was one QAT meeting, on January 5th, organized online via the Zoom platform. Additional communication, among the QAT members, was led by emails. The detailed meeting activities can be followed via the QAT meeting minutes.

2. QAT ACTIVITIES IN SIX MONTHS PROJECT PERIOD M7 – M12

The main activities carried out by the QAT during the second six-months period are reported in detail in the following sections.

2.1 Approval of the main project documentation

Quality Assurance Team (QAT) was following the activities of the Task groups:

- *3.1 Quality Plan, standards and procedures,*
- *3.2. Periodical Quality reports*
- *4.2 Dissemination & Exploitation Plan development, implementation and evaluation,*
- *5.2 Project Coordination and Administration*
- *1.1. IQPharm Kick-Off Meeting*

Quality Assurance Team held the second online meeting on the January 5th 2022, to discuss and approve the documents listed below.

All documents were thoroughly discussed and some minor corrections in term of document improvement were proposed to TG leader 5.1 and 5.2. The members of the QAT made a consensus that after the TG leaders made the proposed changes the final documents approval will be made by emails. Also it was discussed that in future period project quality indicators should be defined and monitored. Internal consortium documents and reports related to activity progress/completion are shown in Table 1.

Table 1: Internal consortium documents and reports related to activity progress/completion

Name of the file/resource	Mentioned in section	Found on the Confluence platform (link)
Agenda of the 2 nd QAT Meeting	2.1	https://ffsaunsaba-my.sharepoint.com/:w:/r/personal/iqpharm_ffsa_unsa_ba/_layouts/15/Doc.aspx?sourcedoc=%7BCAF70C066-6591-44C5-A158-82CB8971F710%7D&file=QAT%20Meeting%20Agenda.docx&action=default&mobileredirect=true
Minutes of the 2 nd QAT Meeting	2.1	https://ffsaunsaba-my.sharepoint.com/:w:/r/personal/iqpharm_ffsa_unsa_ba/_layouts/15/Doc.aspx?sourcedoc=%7BCAF2F621-C976-4DD9-8B25-6012E88FF780%7D&file=2nd%20QAT%20Meeting%20Minutes.docx&action=default&mobileredirect=true
List of the participants of 2 nd QAT Meeting	2.1	https://ffsaunsaba-my.sharepoint.com/:x:/r/personal/iqpharm_ffsa_unsa_ba/_layouts/15/Doc.aspx?sourcedoc=%7BB27BFF6A-0511-4491-B839-E2F173306431%7D&file=2nd%20QAT%20Meeting%20participants%20list.csv.xlsx&action=default&mobileredirect=true
3.1 Quality Plan	2.1	https://ffsaunsaba-my.sharepoint.com/:w:/r/personal/iqpharm_ffsa_unsa_ba/_layouts/15/Doc.aspx?sourcedoc=%7B5EB4E404-7C16-41BA-94EC-20AB2E2627



Name of the file/resource	Mentioned in section	Found on the Confluence platform (link)
		13%7D&file=Quality%20Plan%20v03.docx&action=default&mobileredirect=true
QP Annex 18 Confirmation Project member	1	https://ffsaunsaba-my.sharepoint.com/:w:/r/personal/iqpharm_ffsa_unsa_ba/_layouts/15/Doc.aspx?sourcedoc=%7B7951441E-B010-4124-9559-B7F2BEBE1A04%7D&file=QP_Annex%2018%20Confirmation_Project%20member.docx&action=default&mobileredirect=true
QAT Approval on Quality Plan	2.1	https://ffsaunsaba-my.sharepoint.com/:w:/r/personal/iqpharm_ffsa_unsa_ba/_layouts/15/Doc.aspx?sourcedoc=%7B9992246F-3501-43BA-BC15-97FB2DF11785%7D&file=QAT_s%20approval%20on%20QP%20v04.docx&action=default&mobileredirect=true
1st Six-month QAT report	2.1	https://ffsaunsaba-my.sharepoint.com/:w:/r/personal/iqpharm_ffsa_unsa_ba/_layouts/15/Doc.aspx?sourcedoc=%7BCCFFABA4-8A5A-4A69-8DA6-063C865EA563%7D&file=1st%20six%20month%20report%20QAT.docx&action=default&mobileredirect=true
QAT Approval on the 1 st QAT report	2.1	https://ffsaunsaba-my.sharepoint.com/:w:/r/personal/iqpharm_ffsa_unsa_ba/_layouts/15/Doc.aspx?sourcedoc=%7B68C008AD-0305-4C8A-8975-827DF510CD3%7D&file=QAT_s%20approval%20on%20First%20six-month%20QAT%E2%80%99s%20report.docx&action=default&mobileredirect=true
Six-Months Plan (15.01.-14.07.2022)	2.1	https://ffsaunsaba-my.sharepoint.com/:x:/r/personal/iqpharm_ffsa_unsa_ba/_layouts/15/Doc.aspx?sourcedoc=%7B5A79C920-2917-4734-A72F-58D77EDF8F6C%7D&file=Six%20months%20work%20plan-6MWP1_15.01-14.07.2022.%20v00.xlsx&action=default&mobileredirect=true
QAT Approval on 6MWPs	2.1	https://ffsaunsaba-my.sharepoint.com/:w:/r/personal/iqpharm_ffsa_unsa_ba/_layouts/15/Doc.aspx?sourcedoc=%7B5EE8CAE8-C1AC-4073-A6E7-B6BFF6AED22A%7D&file=QAT_s%20approval%20on%206MWP.docx&action=default&mobileredirect=true
MS 3.1 Quality Plan, standards and procedures	2.1	https://ffsaunsaba-my.sharepoint.com/:w:/r/personal/iqpharm_ffsa_unsa_ba/_layouts/15/Doc.aspx?sourcedoc=%7B264C32F6-A76D-407D-B42A-8F2A09A6076A%7D&file=MS%203.1%20Report.docx&action=default&mobileredirect=true
4.2 Project logo design and website design and maintenance	2.1	https://ffsaunsaba-my.sharepoint.com/:w:/r/personal/iqpharm_ffsa_unsa_ba/_layouts/15/Doc.aspx?sourcedoc=%7BD0A16EC7-85CB-4449-8857-6A27C7016510%7D&file=MS%204.2.%20Report.docx&action=default&mobileredirect=true
QAT Evaluation of MS 3.1 and 4.2 reports	2.1	https://ffsaunsaba-my.sharepoint.com/:w:/r/personal/iqpharm_ffsa_unsa_ba/_layouts/15/Doc.aspx?sourcedoc=%7BD13B76E9-140D-47BF-BD22-D546755B0FF0%7D&file=QAT_s%20evaluation%20on%20MS3.1%20and%204.2%20reports.docx&action=default&mobileredirect=true
Event Reports-Kick-Off Meeting	2.1	https://ffsaunsaba-my.sharepoint.com/:w:/r/personal/iqpharm_ffsa_unsa_ba/_layouts/15/Doc.aspx?sourcedoc=%7BB61F7150-2D9E-4B0F-BD14-45D6A55A0FCD%7D&file=Event%20Report_Kick-Off%20Meeting.docx&action=default&mobileredirect=true
QAT Approval of the Event report- Kick-off Meeting	2.1	https://ffsaunsaba-my.sharepoint.com/:w:/r/personal/iqpharm_ffsa_unsa_ba/_layouts/15/Doc.aspx?sourcedoc=%7B58958D73-2F77-4382-9C95-5B8DBB225043%7D&file=QAT_s%20approval%20on%20Event%20report.docx&action=default&mobileredirect=true