



## Webex Teleconference

### EURHOBOP project 18 November 2009

## Minutes

### Participants:

IMAS-IMIM (Barcelona-SPAIN)

Jaume Marrugat

Yolanda Ferrer

Joan Vila

Isaac Subirana

DEASL (Rome-ITALY)

Ursula Kirchmayer

HMGU (Neuherberg-GERMANY)

Margit Heier

FMUP (Porto-PORTUGAL)

Ana Azevedo

AEPMCV (Toulouse-FRANCE)

Vanina Bongard

THL (Helsinki-FINLAND)

Antti Malmivaara

HOPE (Brussels-BELGIUM)

Pascal Garel

ISS (Rome-ITALY)

Marina Torre

Andrea Paladin (from CASPUR)

### Apologise for absence:

ATTIKON-HCS (Athens-GREECE)

Dimitrios Farmakis

---

The teleconference is recorded and could be found and fully listened at:

<https://heracles.webex.com/heracles/ldr.php?AT=pb&SP=MC&rID=6883377&rKey=1BCFAA0E322A2DFD>

### 1) Welcome & Introductory remarks

Jaume Marrugat welcomes attendees to the conference and gives some technical instructions that will help during the WEBEX teleconference.

### 2) Data Collection Form Discussion. Variable definitions.

The data collection form is revised and modified online with the contribution of all participants. The final version is annexed at the end of this document (Annex I).

The WP4 Protocol will include the details, but regarding patient recruitment, we can go as back as 2006 if necessary to obtain 200 consecutive participants per hospital. Past history will be collected on the basis of the patients declaration.

### **3) Consortium Agreement Status**

All the pages that have to be signed by the legal representative of each partner institution have arrived to the Coordinator center except one which is on the way. As soon as we have it, a pdf copy of the Consortium Agreement with all the signatures will be sent to all the partners and will be put on the website.

### **4) Web site Status**

Marina Torre introduces us to the part of the EUPHORIC website devoted to bridge the gap to the EURHOBOP project until it has its own website. From now on all partners will receive information on how to proceed with it, and on what is being published as the project goes on.

Directions are:

<http://www.euphoric-project.eu/>

- scroll the left menu.

- You may now log using the following username and password:

username: eurhobop

password: bopbop

- On the top left menu you will find the section "EURHOBOP bridge"

The password will enable you to:

a) access the documents organised as a list or in folders;

b) access the benchmarking function

There is already a draft version of the EURHOBOP website. During the Coordinator visit to Rome by the end of November, this subject will be discussed.

Almost all partners have sent their Institution information, logo and Summary of National Health System. Just France and Belgium have still to send the latter. Pascal Garel and Vanina Bongard will send it asap to Marina Torre

For the preparation of the Web contents Marina Torre will need collaboration from the partners. She will be asking for it on due time.

### **5) Leaflet Status**

Comments made by partners have been taken into account and changes have been made to the version shown during the teleconference. A new version is produced (annex II). There will be a "screen" one-sheet version, and a "printable" two-sheet version of the leaflet.

Every partner should check the leaflet and send corrections or modification to Marina and Yolanda before next Wednesday. During the Coordinator visit to Rome at the end of November 2009 the final version will be produced and put on the website.

### **6) Protocol Status**

There are no specific problems about the development of the 3 to 5-pages protocols in any case. All partners in charge of a protocol are already developing it.

Deadline to send all documents to the Coordinator will be 18<sup>th</sup> December 2009

Please, partners are requested to send proposals on dissemination policy to Marina Torre.

## **7) Hospital list in each country. Form in the internet.**

Our officer is asking to assign high priority to the list of hospitals in each country.

Partners are requested to start introducing the hospital data in the form asap and have it completed before the end of the year. One form per hospital.

There are 20 codes per country assuming that some hospital initially collaborating will drop off.

Hospitals will be considered collaborating partners. They will be invited verbally by the PI of each partner institution. The forms will be considered a formal request of participation in the Project. Jaume Marrugat will then send an official invitation letter to the hospital with copy to our officer.

All completed forms have to be send to Marina Torre and Yolanda Ferrer to include them in the Web and the Project documents.

Information on the hospitals in the website will be just a link to the hospital together with the details provided on the form.

The website address of the hospital should be added to the form.

## **8) Letter of discharge extractor training and certification**

We have been working on this two day session.

This will consist on a discussion on variables and training on English documents (copies of letters of discharge). We will analyze the inter-observer agreement when filling the forms.

Persons for this job are almost selected in every partner institution.

Partners are suggested to complete this process soon and to start planning their visit to Barcelona.

Monday 25 and Tuesday 26, January 2010 are the dates for this training.

The agenda will be sent in the next weeks and partners will be asked about the accommodation necessities etc...

## **9) All other business**

Next teleconference: dec 22 from 14 to 16pm

Agenda will be sent on due time

<b>Tasks steaming from agreements taken during the teleconference.</b>	<b>Responsible partner</b>	<b>Deadline (if any)</b>
<b>Consortium Agreement</b> <i>Send final PDF version with all Institutions signatures to partners and EAHC</i>	IMAS-IMIM	December 31th
<b>Protocols on WP</b> <i>Each WP leader has to send the 3-5 pages protocol of his/her WP to Co-ordinator:</i>  <i>WP1: Coordination of the project - IMAS-IMIM</i> <i>WP2: Dissemination of results - ISS</i> <i>WP3: Evaluation of the project - HMGU</i> <i>WP4: Benchmarking function development - IMAS-IMIM</i> <i>WP5: Analysis of availability of severity measurements in administrative data - AEPMCV</i> <i>WP6: Sex inequalities assessment - DEASL</i> <i>WP7: Cost analysis of procedures - THL</i> <i>WP8: Benchmarking assessment with hospital real-life data - HOPE</i>	IMAS-IMIM ATTIKON-HCS DEASL FMUP HMGU THL AEPMCV ISS HOPE	Monday, December 21st
<b>Brief description of National Health Systems</b> <i>Send this info to Marina Torre and Yolanda Ferrer</i>	AEPMCV HOPE	November 30 <sup>th</sup>
<b>Leaflet</b> <i>Send corrections or suggestions to Marina Torre and Yolanda Ferrer on the Leaflet draft (annex)</i>	ALL PARTNERS	Wednesday 25 <sup>th</sup> November
<b>Leaflet</b> <i>Distribute final version among Partners who will translate into their national language and send it to Marina Torre and Yolanda Ferrer</i>	ALL PARTNERS	November 30 <sup>th</sup>
<b>Further Dissemination Proposals to be included in the WP2 plan</b> <i>Send this info to Marina Torre and Yolanda Ferrer</i>	ALL PARTNERS	November 30 <sup>th</sup>
<b>Template for slides to be distributed among partners</b>	ISS	November 30 <sup>th</sup>
<b>Logo of EAHC and EU Commission to be used officially</b> <b>Approval of Design of a cover sheet for documents and reports</b> <i>Asked to Mr Margetidis</i>	IMAS-IMIM	
<b>Disclaimer</b> <i>Pending on subcontract</i>	IMAS-IMIM	May 2010
<b>Data Collection Form and Hospital Form</b> <i>Send final version of Forms to partners</i>	IMAS-IMIM	November 30 <sup>th</sup>
<b>List of Definitions in the Data Collection Form</b> <i>Send list to partners</i>	IMAS-IMIM	November 30 <sup>th</sup>

Tasks steaming from agreements taken during the teleconference.	Responsible partner	Deadline (if any)
<b>Introduction of Hospital Data in the Hospital Form</b>	IMAS-IMIM ATTIKON-HCS DEASL FMUP HMGU THL AEPMCV	December 31 <sup>st</sup>
<b>Official letter of approval to Collaborating Hospitals</b>	IMAS-IMIM	January 31 <sup>st</sup> 2010
<b>Medical Record Extractors Training</b> <i>Send agenda and organization information</i>	IMAS-IMIM	December 31 <sup>st</sup>
<b>Next WEBEX Teleconference</b> <i>Thursday 22nd December 2009: from 14:00 to 16:00 (Barcelona time)</i>	ALL	December 22 <sup>nd</sup>