



EURHOBOP project Minutes

Teleconference 18-01-2010

Minutes

Participants:

Ana Azevedo
Andrea Paladin
Antti Malmivaara
Dimitrios Farmakis
Isaac Subirana
Inge Kirchberger
Jaume Marrugat
Joan Vila
Maria Grau
Marta Cabañero
Ursula Kirchmayer
Yolanda Ferrer

Apologies for absence : Jean Ferrières, Pascal Garel, Marina Torre,

1. Last meeting minutes approval

The minutes of the last teleconference (**22-12-2009**) are approved and can be downloaded from the website.

2. Final form design and variables

Hospital Data Form:

We have added the variable regarding ICU.

The “contact person” refers to the responsible cardiologist in the hospital for the EUHOBOP project. Three other collaborating investigators per hospital are also allowed (to be named at the bottom of the form). The data extractors will be listed elsewhere.

The “total nr of beds” refers to the Hospital (not the unit)

The Hospital Data Form is approved.

Patient Data Form:

It is very important to get all the data from the patients but we accept to include only the information in the discharge letter if there is no other possibility in particular hospitals.

Some changes are made during the teleconference and a new version of the form is annexed to these Minutes.

The Patient Data Form is then approved.

3. Final version of WP protocols

The final version of the WP protocol will be send after the Data Extractor Training Days. No comments raised.

4. Final version of variable definition

The final version of the Variable Definition including the changes agreed in point 2 will be send after the Data Extractor Training Days.

5. Collaborating Hospitals list (special case for Italy & Finland)

The list of Hospital have to be sent as soon as possible (less than 3 weeks).

Owing to their particularities in data collection, Italy and Finland should send to the coordinating data centre their data bases with a specific structure to be agreed with the coordinating centre on due time.

6. Final format of the letter of invitation to hospitals

YFerrer will send the Draft for the Letter of Invitation to all partners for comments.

Suggestions on modifications should be sent to JMarrugat in the very next weeks by all partners. These letters will be sent by the Associated Partners themselves if deemed necessary.

7. Medical records extractors training in Barcelona

Partners are asked to send the names and emails of the data extractors attending the Workshop in Barcelona to YFerrer as soon as possible. They should have made their own reservation at the Residencia Campus del Mar as requested on previous emails.

30 discharge letters have been translated into English for exercise durent the workshop. Then there will be an Evaluation, assessing the performance of the Data Extractors. A Certification will be given at the end of the process.

Data Extractors are reminded to bring their own laptop to the workshop.

YFerrer will send an email with all the directions and documents needed, to the Data Extractors before the Workshop

8. All other business & Next conference date

Partners are reminded that the First Annual Meeting will be held in Athens in September 2010, and the second on September 2011 in Porto.

Next WebEx conference will be: **February 15th, at 15:30** (Barcelona Time).