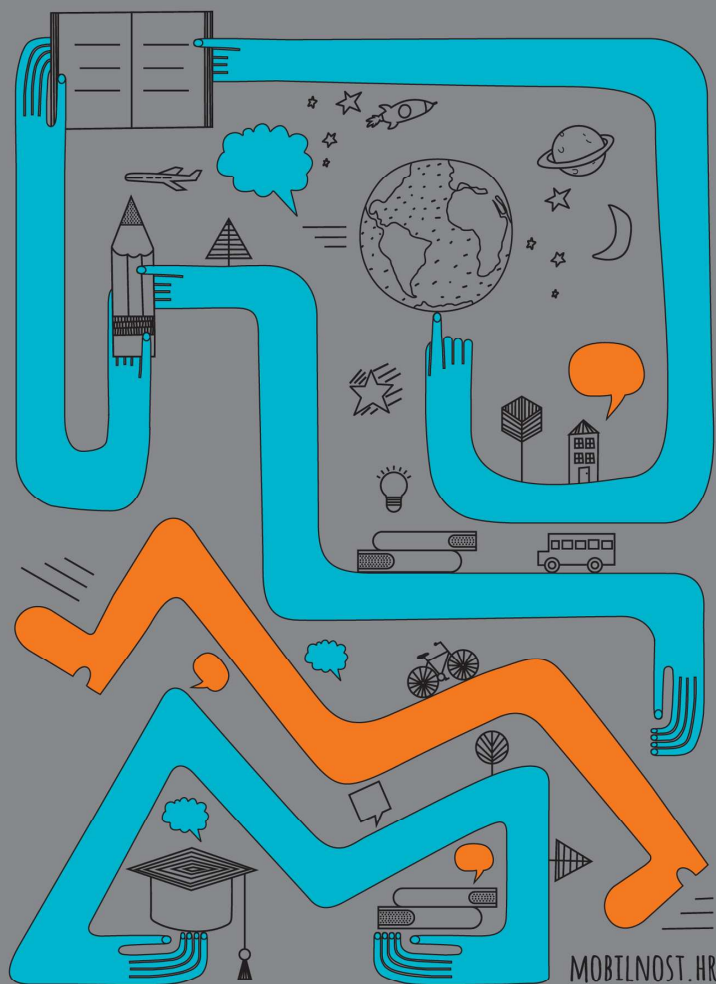




Program Erasmus +

Primjeri dokumentacije - Europski kreditni sustav u strukovnom obrazovanju i osposobljavanju (ECVET)

Ivica Matić

Član Radne skupine stručnjaka za ECVET u 2018. godini

Zagreb, 22. studenoga 2018.



AGENCIJA ZA
MOBILNOST I
PROGRAME EU





Memorandum of Understanding



'File code' of the Memorandum of Understanding (optional)

MOU-2017-1-HR01-KA102-035283

1. Objectives of the Memorandum of Understanding

The Memorandum of Understanding¹ (MoU) forms the framework for cooperation between the competent institutions. It aims to establish mutual trust between the partners. In this Memorandum of Understanding partner organisations mutually accept their respective criteria and procedures for quality assurance, assessment, validation and recognition of knowledge, skills and competence for the purpose of transferring credit.

Are other objectives agreed on? Please tick as appropriate

No

4. The qualification(s) covered by this Memorandum of Understanding

Qualification 1	
Country	Croatia
Title of qualification	Nurse for general care / medical technician for general care
EQF level (if appropriate)	4
NQF level (if appropriate)	4.2
Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable)	I. Performing health care of the elderly II. Using a professional nurse communication III. Biomedical waste
Enclosures in annex - please tick as appropriate	The learning outcomes associated with the qualification Description of the unit(s) of learning outcomes for the mobility

8. Signatures

Organisation / country	Organisation / country
Škola za medicinske sestre Mlinarska / Croatia	Martello Training Ltd / Ireland
Name, role	Name, role
Asja Jelaković, principal	Emir Stranjak, director
Place, date Zagreb, 11.1.2018.	Place, date Dublin, 12.1.2018.

2. Organisations signing the Memorandum of Understanding

Organisation 1

Country	Croatia
Name of organisation	Škola za medicinske sestre Mlinarska
Address	Mlinarska cesta 34, HR- 10 000 Zagreb
Telephone/fax	+385 1 4668 079
E-mail	mlinarska@mlinarska.hr
Website	mlinarska@mlinarska.hr
Contact person	Asja Jelaković principal
Telephone/fax	+385 91 4668 081
E-mail	mlinarska@mlinarska.hr

Organisation 2

Country	Ireland
Name of organisation	Martello Training Ltd.
Address	Unit 3, Grange Road Retail Park, Grange Road, Rathfarnham Dublin 16, Ireland
Telephone/fax	+353 (0)1 685 3585
E-mail	info@martellotraining.com
Website	http://www.martellotraining.com
Contact person	Emir Stranjak director
Telephone/fax	+353 86 804 3670
E-mail	estranjak@martellotraining.com

5. Assessment, documentation, validation and recognition

By signing this Memorandum of Understanding we confirm that we have discussed the procedures for assessment, documentation, validation and recognition and agree on how it is done.

Assessment

The person responsible for the mobility period in the hosting organization will ensure that the learning outcomes are assessed by qualified assessors. The home institution and host institution agreed in advance that learning outcomes will be evaluated through practical work. Assessment will be carried out by host assessors (mentors). Sending institution will suggest / compose exam papers and assessment criteria. Practical test and oral questions will be regularly carried out by mentors. Simultaneously, students will take notes considering their own progress. The assessment procedure means descriptive and numerical evaluations according criteria:

Ratings	Grades
Excellent - knows, understands, connects and applies acquired knowledge and skills independently and accurately showing initiative at work and expands content.	5
Very good - knows, understands, connects and applies acquired knowledge and skills accurately, with verbal support of mentor	4
Good - Can deal with most of the content with the help of mentor. Knows the essential fact, understands and connects but with the help of mentor in the implementation, has no opinion on the issue.	3
Satisfying - recognises the content with mentor's help, not connecting content with the implementation, present insecurity, tries but shows the acquired knowledge exclusively with the help of mentor.	2
Insufficient - does not recognize the content, cannot define basic terms, does understands. No application of acquired knowledge and skills	1

Documentation

This MoU deals with units of learning outcomes in terms of knowledge, skills and competences. The description of the learning outcomes and any other related information are included in the Learning Agreement. The learning outcomes of the mobility will be documented using the Europass Mobility document, Mentors' descriptive grades, Learning Agreement, Host institution certificate

Validation and recognition

The sending institution will be in charge for the validation process, to confirm that assessed learning outcomes achieved or competences developed by the person in training during the stay abroad correspond to specific learning outcomes that are required for the qualification. Professional competences validated by the sending organization will be registered as school mark in the student's log. Professional National legislation regarding validation and recognition will be applied.



Learning Agreement



1. Information about the participants

Contact details of the home organisation

Name of organisation	Škola za medicinske sestre Milarska
Address	Milarska cesta 34, HR- 10 000 Zagreb
Telephone/fax	+385 1 4668 079
E-mail	mlarska@mlarska.hr
Website	mlarska@mlarska.hr
Contact person	Ivica Matić
Telephone/fax	+385 98 624 500
E-mail	ivica.matic3@skole.hr

Contact details of the host organisation

Name of organisation	Martello Training Ltd.
Address	Unit 3, Grange Road Retail Park Grange Road, Rathfarnham Dublin 16, Ireland
Telephone/fax	+353 (0)1 685 3585
E-mail	info@martellotraining.com
Website	http://www.martellotraining.com

Name	[Redacted]
Address	[Redacted]
Telephone	+385 [Redacted]
E-mail	[Redacted]
Date of birth	[Redacted] / 1998
Please tick	☒ Male ☐ Female
Contact details of parents or legal guardian of the learner, if applicable	
Name	[Redacted]
Address	[Redacted]

4. Description of the learning outcomes to be achieved during mobility

Title of unit(s)/groups of learning outcomes/parts of units to be acquired	I. Performing health care of the elderly II. Using a professional nurse communication III. Biomedical waste
Number of ECVET points to be acquired while abroad	3
Learning outcomes to be achieved	Unit I. 1. Perform or participate in health care of the elderly 2. Recognise limited or prevented mobility 3. Offer help in aided movement 4. Take measures of fall and injury prevention 5. Recognise the problems in nourishment and introduce appropriate nourishment regarding the content, quantity and preparation methods 6. Recognise the problems in elimination (constipation, incontinence) and performing basic health care 7. Perform, stimulate and control the maintaining of personal hygiene 8. Perform, stimulate and control medicine intake 9. Recognise the signs of pain and suffering Unit II. 1. Establish the first contact with the user and his/her family 2. Gather the basic and anamnestic data about the user 3. Communicate with the user considering his/her characteristics 4. Alleviate the emotional difficulties of the user caused by illness, disability and/or separation from the family 5. Explain to the user the prescribed medical procedures and tests 6. Use professional vocabulary and communication in English 7. Use modern information and communication technology in practice Unit III. 1. Distinguish biomedical waste types 2. Properly allocate medical waste 3. Mark waste according to legal regulations 4. Fill in documentation and records on disposal of hazardous waste

Description of the learning activities (e.g. information on location(s) of learning, tasks to be completed and/or courses to be attended)

Student will be working at the St. John of God nursing home in Dublin. At first it will be necessary to get familiar with placement company and get to know the rules of quality and fields of working. Student will assist the employees with their daily work taking care of the residents of the house and acquire learning outcomes according to plan that is stated in Daily activity log. Activities will be planned across the whole mobility period in the following fields:

- introduction to the placement company and the daily work activities
- determine the patients' individual needs
- write professional care documentation
- work according to special hygienic standards
- individual activation and mobilisation of patients
- individual movement and laying of patients
- change of positions of patients
- dealing with individual aids of the patients
- assistance with shower the patients and changing clothes
- taking care of special needs patient
- taking care incontinent patients
- serving food to patients
- dealing with means of protection
- realise nursing and quality standards
- solve problems and communicate at work
- getting to know hygienic regulations

Enclosures in annex - please tick as appropriate

- ☐ Description of unit(s)/groups of learning outcomes which are the focus of the mobility
- ☐ Description of the learning activities
- ☐ Individual's development plan when abroad
- ☒ Other: **Daily activity log** that include description of groups of learning outcomes which are the focus of the mobility, Description of the learning activities

2. Duration of the learning period abroad

Start date of the training abroad	10 / 03 / 2018
End date of the training abroad	25 / 03 / 2018
Length of time abroad	16 days

5. Assessment and documentation

Person(s) responsible for assessing the learner's performance	Name: Garry Byrne
Assessment of learning outcomes	Organisation, role: mentor
	Date of assessment: 23 / 03 / 2018
	Method: Internship assessment that includes oral and practical exam
	Results of oral and practical exam will be recorded progressively through practical work after achieving the outcomes by qualified host assessor. Simultaneously, the student will take notes considering their own progress. Final assessment will be carried out on last day of work as final grade as well as the assessment criteria:
Grades	Grades
Excellent - knows, understands, connects and applies acquired knowledge and skills independently and accurately showing initiative at work and expands content.	5

Home organisation/country	Host organisation/country	Learner
Škola za medicinske sestre Milarska / Croatia	Martello Training Ltd / Ireland	
Name, role	Name, role	Name
Asja Jelaković, principal	Emir Stronjak, principal	[Redacted]
Place, date	Place, date	Place, date
Zagreb, 05.02.2018.	Zagreb, 05.02.2018.	Zagreb, 05.02.2018.

6. Validation and recognition

Person (s) responsible for validating the learning outcomes achieved abroad	Name: Asja Jelaković¹ Jasna Ivšić² Ivica Matić³ Organisation, role: ¹ principal ² VET Teacher, accompanying teacher ³ VET Teacher, project coordinator, accompanying teacher
How will the validation process be carried out?	Prior to the mobility period vocational subjects teachers council has been introduced in validation plan. Upon the return of the student from the mobility, the school principal and the mentioned teachers will carry out the validation process.
Recording of validated achievements	Date: 27 / 03 / 2018 Method: -Review of student's written daily observations -Access to documentation: -Mentors descriptive grades and final grade -Certification -Europass mobility document -ECVET LA
Person(s) responsible for recognising the learning outcomes achieved abroad	Name: Asja Jelaković¹ Jasna Ivšić² Ivica Matić³ [redacted] Organisation, role: ¹ principal ² VET Teacher, manager of teaching at external school locations ³ VET Teacher, project coordinator, accompanying teacher ⁴ head of vocational subjects teachers council
How will the recognition be conducted?	Professional competences validated by the sending organization will be registered as school mark in the student's log regarding two subjects: -hygiene and preventive medicine -health care for the elderly

OUTCOMES	ACQUIRED SKILLS/ DATE AND SHORT DESCRIPTION (Mentor's notes)
<u>Medical - technical interventions and procedures:</u> - Preparation of patients and accessories for measuring temperature, blood pressure, breathing and heart rate - Recording of the measured values in medical and nursing documentation - Recognizing the critical values of vital functions and reporting - Implementation of measures to lower the body temperature	22/3/18 Able to check the vital signs. Able to recognise the not critical values of the vital signs.
<u>Patient's diet:</u> - Daily menus regarding the condition of the patient/client - Recording food intake and fluid	22/3/18. Proper distribution of food to the residents. Residents with cognitive impairment were assisted.
SELF-ASSESSMENT OF THE EDUCATION LEVEL (Student's notes)	
Explaining to the resident certain procedures such as checking BP, RR, PR and blood sugar levels. Able to recognize normal and critical values of vital signs. Nurses explained the different diet types, residents were assisted during feeding time if needed.	

6

OUTCOMES	ACQUIRED SKILLS/ DATE AND SHORT DESCRIPTION (Mentor's notes)
<u>Complete observation:</u> - The recognition of pathological changes to its external appearance - Recognizing pain / „pain scales“ - Identification of pathological changes (observation of the stool and urine) - The recognition of pathological changes in behavior	20/3/18 Able to recognise the physical changes in the residents including their appearance.
<u>Preparing patient / client of medical-technical procedures:</u> - Preparation accessories for catheterization of the bladder - Applying drugs locally and enteral - Preparing patients for medical examination - Preparation kit for taking samples of blood, urine and stool for laboratory tests	19/3/18 Able to assist staff nurses during the medication rounds and medical examination
SELF-ASSESSMENT OF THE EDUCATION LEVEL (Student's notes)	
Able to recognise the physical changes and pathological changes of the body fluids. Residents didn't have any chronic wounds. Assisted during distribution of oral medicines.	

7

Cen

EVALUATION AND RATING

Student ANITA *****

Mentor ling Raju Meparathi

THE ELEMENTS FOR EVALUATION	GRADE
Regularity on practice	1-2-3-4-5
Accuracy	1-2-3-4-5
Liability	1-2-3-4-5
Independence in carrying out the task	1-2-3-4-5
Run-time task	1-2-3-4-5
The accuracy and quality of the task	1-2-3-4-5
Communication in the workplace	1-2-3-4-5
Compliance with the ethical principles and the rights of patients	1-2-3-4-5
Implementation of measures for safe work	1-2-3-4-5
Compliance with environmental regulations	1-2-3-4-5

Final grade (regarding to assessment criteria)

5

Date and time 23/3/18 12:15 hrs



EVALUATION FORM – WORK PLACEMENT

Please complete the form below to inform us about your trainee ex project success.

General Information

Name of the trainee: [REDACTED]
 Name of Organisation: Tara Care
 Nature of business or department: Nursing Ho
 Supervisor/Manager's name and title: Amo Co
 Dates of placement: 12/3/18

Evaluation Score: 1 = Poor 2 = Average 3 = Good

Brief description of work carried out:

Activities of daily li
in the w

1. Language

- Level of English at beginning of work placement
- Level of English at end of work placement
- Willingness to use/improve level of English
- Ability to communicate

2. Responsibility and behaviour

- Punctuality
- Attendance
- Personal grooming and presentation
- Attitude with respect to schedules
- Sense of responsibility

3. Knowledge of field/sector

- Practical/theoretical knowledge of work at beginning of
- Practical/theoretical knowledge of work at the end of work
- Willingness to learn new skills

4. Organisation, capacity and quality of work

- Well-organised regarding completion of work
- Instruction and orders readily accepted
- Quality of work submitted
- Capacity to work alone



5. Relationship with colleagues and superiors	1	2	3	4	5
- Relationship with co-workers	☐	☐	☐	☐	☒
- Integration into team work	☐	☐	☐	☒	☐
- Co-operation with co-workers	☐	☐	☐	☒	☐
- When required, did he/she ask for co-workers' assistance?	☐	☐	☐	☒	☐
- Relationship with superiors	☐	☐	☐	☐	☒
- When required, did he/she ask for superiors' assistance?	☐	☐	☐	☐	☒

6. Motivation:	1	2	3	4	5
- Desire to learn about the company/job role	☐	☐	☐	☒	☐
- Interest in completing work correctly	☐	☐	☐	☐	☒
- Ability to carry out the job instructed	☐	☐	☐	☐	☒

7. Key aspects	1	2	3	4	5
- Social and team-work abilities	☐	☐	☐	☐	☒
- Initiative	☐	☐	☐	☒	☐
- Flexibility	☐	☐	☐	☒	☐
- Ability to self-train	☐	☐	☐	☒	☐

7. Key aspects	Yes	No
- Would you offer this trainee another work placement?	☒	☐
- As an employer would you ever employ this student?	☒	☐

In the opinion of the company, the work carried out by the trainee was...	1	2	3	4	5
Please comment:	☐	☐	☐	☒	☐

Nina is very pleasant and hardworking.
It was a pleasure to have her here on
Assignment.

Every trainee who undertakes work placements will have a detailed report sent back to the National Agency. If you would like to comment on any specific areas of competence please do so below.

Nina has a really positive attitude.
and is very pleasant to work with.

[Signature]
(Signature and stamp pertaining to the Company)

THANK YOU FOR YOUR CO-OPERATION
 Tel: 01-2863931
 Fax: 01-2760220
 email: nirocan@eircom.net

23/3/18.
(Date)

Registered in Ireland
 Reg No 538181

Registered in Ireland
 Reg No 538181