

#### **Project/Activity Questionnaire**

This questionnaire must be filled in only by the project focal point

## Information on Specific Health Promotion Projects/Activities

The following questionnaire aims to provide an overview of specific projects and activities in the member hospitals of the International Network on Health Promoting Hospitals (HPH).

Please fill in a one questionnaire for each project within your HPH activities even if the project is in the planning phase, is already finished or was cancelled. Please tick the boxes/complete the questionnaire by selecting the most appropriate answers. For some questions more than one answer is possible. Please give all information in English. You will need approximately 15 minutes.

You may find it difficult to answer some of the questions below. However, please try to fill in all questions as accurate as possible or provide estimates accordingly. Thank you for your cooperation.

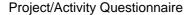
The information gathered will be registered in the database of Health Promoting Hospitals (HPH). **The aim of the HPH database** is:

- To provide a good overview on the projects and strategies in the HPH network, including quantitative and qualitative monitoring of projects and activities.
- To facilitate the identification of useful information in the planning and to follow up of HPH projects.
- To provide a list of contacts in specific fields within HPH activities.

It is not the aim of the database to provide comprehensive statistical analysis since this would result in questionnaires being much longer and being more standardized. Rather, for the purpose of meta-analysis and the development of guidelines, specific questionnaires may be devised to gather information on particular projects (such as strategies to develop a smoke-free hospital or outcomes of smoking cessation programmes).

#### PLEASE RETURN THIS QUESTIONNAIRE TO:

National/Regional Coordinator









## I. KEY DATA

1.	Date of last amendment: 05/02/2007
2.	Title of project or activity (e.g. "Healthy Hospital Nutrition"):
Uр <b>3.</b>	grading Managerial Skills and Knowledge in Hospital Management  Name of hospital: Medical Centre "Bezanijska Kosa"
4.	City: Belgrade
5.	Country: Serbia
6. 7.	Contact person for this project/activity (please give name, position, phone, fax and email number):  Prof. Momcilo Babic, MD PhD, Head of Centre for Research, Soc. Med. & Health Informatics phone: + 381 11 3010 711; fax: + 381 11 2606 520; e-mail: mbabic@eunet.yu (Natasa Bogojevic BSc, phone: + 381 11 2625 295; e-mail: natasa@ikomline.net)  Status of project/activity
	<ul> <li>7.1. Is the project a:</li> <li>□ Scientific research project → please go to question 7.2.</li> <li>□ Development project → please go to question 7.2.</li> <li>□ Routine activity → please go to question 8</li> </ul>
	7.2. Please specify the timeframe of the project/activity:
	☑ Planned to start at 01/05/2007 to be finished at 30/04/2010
	☐ Running Started:/ to be finished at/
	□ Finished Started:// Finished at:/
	□ Cancelled at/
	→ Please state reasons for cancellation:





Page 2/8

☐ Routine activity (→ go to question 8)

Project/Activity Questionnaire



## II. OUTLINE OF THE PROJECT/ACTIVITY

<b>8.</b> PI	ease give a brief outline of the aim	s and objectives of the project/activity:
Upgı	rading efficiency in managing hospi	tal wards and departements;
Impr	ovement of managerial skills in hos	pital administration;
Orga	anized education for better manage	ment.
9.	What is the main issue of the p	oject/activity?
	<ul><li>□ Patients</li><li>☑ Staff</li><li>□ The community</li><li>□ The organisation</li></ul>	
10.	Which concrete issues are add	ressed by the project/activity?
	importance the main focus area	ore than one issue <b>please indicate in order of</b> i. 1 = main focus; 2 = secondary focus
Mair	n focus: Formal education in the	e field of management
Sec	ondary focus (multiple selection	possible):
□ Al	cohol	☐ Physical environment
	obacco	☐ Hospital accidents
	rug abuse	1 Quality management
	utrition	2 Organizational reorganization
	sychosocial aspects	☐ Hospital hygiene improvement
	atisfaction	☐ Hospital waste management
	nysical exercise	☐ Hospital infrastructure
	exual health	☐ Culture change
	hild birth/prenatal care	☐ Arts and hospital
	ardio vascular disease	☐ Asthma
	ancer	☐ Prevention of fall
	iabetes	☐ Geriatrics
<ul><li>☐ HIV/AIDS</li><li>☐ Hospital acquired infections</li></ul>		<ul><li>☐ Operation complications</li><li>☐ Others:</li></ul>



Project/Activity Questionnaire



Page 3/8



#### 11. What is the main target group addressed by the project/activity.

Main target: Managerial staff				
Secondary targets (multiple selection possible):				
☐ Children and youth ☐ Adolescents ☐ Elderly ☐ Women ☐ Men ☐ Socially deprived ☐ Patient's social networks	<ul> <li>□ Persons with acute illness</li> <li>□ Chronically ill</li> <li>□ Nurses</li> <li>□ Physicians</li> <li>□ Auxiliary staff, administration</li> <li>☑ Executive management</li> <li>□ Others:</li> </ul>			
12. Which methods are used in the project/ac	ctivity?			
Main method: Education and training				
Secondary methods (multiple selection possi	ible):			
□ Screening □ Vaccination □ Medication □ Health education □ Psychotherapy □ Organizational development □ Self help groups □ Physical exercise □ Quality improvement of medical services □ Quality improvement of nursing services □ Quality improvement of hotel services □ Quality improvement of hotel services □ Improving management skills □ Improving communication skills □ Improving ergonomic equipment/infrastructure	<ul> <li>□ Training in health education/health promotion</li> <li>□ Health fairs</li> <li>☑ Public relations</li> <li>□ Intersectoral partnerships</li> <li>□ Policy development</li> <li>□ Information technology</li> <li>□ Personnel development</li> <li>□ Others:</li> </ul>			

Project/Activity Questionnaire







## **III. EVALUATION**

13.	Doy	you have a <b>system in</b>	pla	ce for evaluation	n of the project?
	X	No → question 18		Yes → question	n 14 and continue
14.	ls th	ne project part of the	ove	rall quality asse	essment of the hospital?
		No			specify design (e.g. European Foundation for ement Model):
15.	In the	following table please	e inc	licate what <b>best</b> o	describes your methodological approach:
		Qualitative		Quantitative	☐ Mixed
		sign: Systematic review and candomised controlled cohort study Cross sectional study Case series study Case control study Case study Cocus groups Interviews Observation Others:			
16.	What	are your sources of	data	1?	
		Coutine data (please space) Questionnaire (self develocus groups Observations Interviews Others:	elop	ed, gold standar	s, hospital statistics) rd measure such assf36, please specify:

Project/Activity Questionnaire





#### 17. What does evaluation system assess?

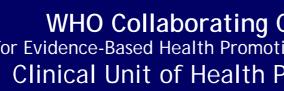
	tes	e evaluation system assesses the <b>immediate effect of the intervention</b> (e.g. by sting the knowledge <i>gained</i> by patients after receiving information on the risk of toking) please specify:	
	de	e evaluation system assesses the <b>intermediate outcomes</b> (e.g. changes in the <b>terminants of health</b> , e.g. number of people quitting smoking after attending a ssation programme) please specify:	
	Th	e evaluation system assesses final health outcomes:	
		<b>Subjective</b> (e.g. self reported health assessments such as Nottingham Health Profile, SF-36 or EUROQOL), please specify:	
□ <b>Objective</b> (e.g. measured carbon monoxide before and after intervention, weight, cholesterol level, blood pressure measurement, biochemical test, mortality), please specify:			
lmį	oac	t of project/activity	
Но	w m	nany people are working to carry out the project/activity: 6	
Ho	w m	nuch time does the project coordinator spend on the project/activity: 8 (hours/week)	
Ho	w m	nuch time does the team spend on the project (including meetings): 40 (hours/week)	
If p	oss	ible, please indicate the costs of the project/activity: 32 000 (€/year)	
		rces come mainly from the (hospital HP budget, general hospital budget, additional funding, private sponsorship, donations, other [multiple answers possible]	

Project/Activity Questionnaire

18.



Page 6/8



How many people are reached by the project/activity address (per year): 62



# 19. Which *professions/groups* are actively involved in the project work/activity? [Multiple responses possible]

20. ∣ ther	□ A □ P □ S □ S □ P □ C	urses uxiliary staff hysicians administration Professions allied to medicine executive management ocial workers atient representatives xternal partners, please specify other, please specify: u have already obtained result	
<b>21.</b>	f yo	u have reached a <i>conclusion</i>	on the project/activity, please briefly outline it:
22.	На	ve the experiences or results	s of the project/activity been published?
		No	
		International journal	→ please specify reference:
		National journal	→ please specify reference:
		"Grey-literature", internal docur	ments → please specify reference:

Project/Activity Questionnaire

Page 7/8







☐ Booklets or guidelines	→ please specify reference:	
☐ Guidelines	→ please specify reference:	
□ Other (e.g. the Internet), please specify reference:		

Project/Activity Questionnaire



Page 8/8