



DOCUMENT 4

QUESTIONNAIRE FOR THE PARTICIPANT'S REPORT

Each professional is to write a five-page report (in English, French or German) at the end of his/her attachment by completing this form legibly or by using the scheme of this *Document 4*. The professional is kindly requested to send – **preferably by e-mail** - one copy to his/her host, one to the co-ordinator in the sending country, one to the co-ordinator in the host country and one to HOPE and this **not later than 31 July 2010**. If you send this report by post, please do it by **NORMAL** post and **NOT** by **REGISTERED** post.

1. Name of the professional
Sending country
Host country
Grade and designation
of the professional
Professional's
employing organisation
Hosting organisation

2. Please describe what you did during the period of your attachment?

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3. Please describe the structure of the host organisation and compare and contrast it with that of your employing organisation. What are the advantages and disadvantages of each structure?

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4. Is there anything that could or should have been added to the Programme? If so, what?

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5. Have you benefited from your attachment with the hosting organisation? If so, in what ways? Will your experiences be of value in your own job?

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6. What problems (if any) did you meet during your attachment? How could they have been avoided?

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7. Outside of the work situation, did the attachment have any value, e.g. social and cultural value?

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8. Would you recommend that the Scheme be continued or extended in any way? Why (not)?

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9. Do you have any general comments that you would like to add?

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Place and date

Signature

THIS REPORT should be returned **not later than 31 July 2010**, preferably by e-mail, to

HOPE
European Hospital and Healthcare Federation
European Co-ordinator of the HOPE Exchange Programme
exchange@hope.be

with a copy to the host and the co-ordinators of both sending and host country.