



# Application guidelines

## Digital Labs: doctors and nurses from neonatal departments

### 1. House of Europe

House of Europe is a new EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU\*<sup>1</sup> countries. The programme focuses on different professional fields: culture and creative industries, education, health, social entrepreneurship, media, and youth.

This encompasses 20+ separate programme lines enabling to go for professional events, internships, and networking in the EU\*, or to enrol in study tours, residencies, trainings, and other forms of support. House of Europe funds cultural coproductions and cooperations between Ukrainian and EU\* organisations, along with the development of cultural infrastructure and artistic concepts for youth in Ukraine. Finally, the programme offers various youth camps and an intra-Ukrainian university exchange.

Implementation of House of Europe is led by Goethe-Institut Ukraine, with the British Council, Institut français, and Czech Centres as consortium partners.

### 2. Digital Labs: doctors and nurses from neonatal departments

The digital lab is all about building friendly relationships with teammates and little patient's parents.

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<sup>1</sup> Here and further in the text whenever marked with \*: plus the United Kingdom. The EU countries include Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.



In four days you will learn how to approach anyone without burning out emotionally. Understand how to turn your hospital into a friendly environment where medics from different departments communicate and share knowledge. Study real-life examples and create handy recommendations. Ukrainian and European experts will guide you through the journey.

After the online laboratory, you will get a printed certificate recognised by the Ministry of Health.

### 3. When will the Digital Lab take place?

The Digital Lab is scheduled for October 2021. Sessions are held on weekends from 9.00 to 20.00: on 23-24 October and 30-31 October.

### 4. What will I learn after the Digital Lab?

The Digital Lab features 10 lectures and 10 practical group mentoring sessions, during which you will learn about:

- Emotional burnout and its impact on working with patients
- The concept of a family-oriented approach
- Peer learning
- Tolerance, diversity, and work with different people
- Building trust relationships with the patient during consultations
- Confidentiality, subjectivity and boundaries
- Conflict solution and working with complex patients
- Crisis emotional states and stages of grief
- Interdisciplinary communication of departments
- Digital communication with parents

### 5. What will I get after the Digital Lab?

After the online laboratory, you will have dictionaries and recommendations that you can immediately apply while working with patients.

The recommendations are based on proven European standards, which you will adapt to practice in Ukraine. You will develop recommendations together with other participants of the laboratory in consultation with the experts.



You will also get a printed certificate recognised by the Ministry of Health. The certificate gives continuous professional development points and can be received when missing no more than two lectures.

#### 6. What is a Digital Lab?

Digital Lab is a four-day event, bringing together intense studying in a group of fellow-minded people with interactive group mentoring sessions.

You will discover effective work tools in lectures with practitioners from the EU\* and Ukraine, discuss real work situations and make plans for your departments during mentoring sessions. The experts are here to advise and provide feedback.

#### 7. What are the components of a Digital Lab?

- Lectures with experts from the EU\* and Ukraine, where you will learn the necessary theoretical basis, hear about the cases from the practice of experts and discover effective working tools. Lectures last 90 minutes.
- Interactive group mentoring sessions where you will act out the situations that may occur when communicating with patients and design handy recommendations and dictionaries. Mentoring sessions last 90 minutes.

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#### 8. How does Digital Lab work?

The Digital Lab will take place online via Zoom. Please have your camera and microphone switched on during lectures and workshops.

You can keep in touch with other participants via our Telegram chat.

#### 9. What is the duration of the Digital Lab?

The Digital Lab lasts four days. Meetings are held on weekends from 9:00 to 20:00.

#### 10. What is the working language of the Digital Lab?

During the Digital Lab, you will communicate in Ukrainian. It will be the working languages of lectures and mentoring sessions.



We invite translators so that you understand the lectures of EU\* experts.

## 11. Who can participate in the Digital Lab?

Tandems of neonatologists and nurses from the same department.

We only accept pair applications. Share the opportunity with the nurse or doctor from your department to apply together.

## 12. What are the requirements for participants?

Our ideal participants:

- Have more than three years of professional experience
- Have no experience of participating in international internships
- Are citizens of Ukraine
- Are eager to learn how to build trusting relationships with patients' parents and teammates

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## 13. How to apply?

To apply for a translation grant you should submit an application along with supporting documents via our [online platform](#).

You must submit your application using the 'Submit entry' button **by Monday 9 October 2021, 15.00 Kyiv time**. Be careful, as you will not be able to submit the application after the deadline.

Please keep in mind that on the last day before the deadline online application system will be working under significant pressure, which may cause technical problems. Try to finalise your application as early as possible to avoid those.

## 14. How do I register on the online platform?

You have to register on the online platform to be able to fill in an electronic application.

Your email address is required. We will use that email address as an official channel of communication with you, so register on the online platform with an email address you check regularly.



When registering, make sure to put a tick in the field: “I agree to receive notification and communication emails or SMSs from House of Europe. You may withdraw your consent at any time.” You will not be able to receive important communication from us regarding the status of your application if you do not provide your consent.

## 15. How do I fill out the online application?

Please fill out the online application in Ukrainian. You need to provide the following information in the online application form:

<b>Field 'Chapter'</b>
Health
<b>Field 'Open call'</b>
Digital Labs: doctors and nurses from neonatal departments
<b>Field 'Entry name'</b>
Enter your first and last name
<b>Tab 'Details'</b>



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- First and last name of the doctor
- Gender
- Place of residence
- Postal address
- Email address
- Telephone number
- Information about education
- Information about the place of work
- Elaborate on the doctor's professional experience in the last three years.
- How does the doctor work with the patient's parents? How does he/she solve conflicts? How does he/she find a common language with difficult parents?
- Does the doctor have the experience of participating in international internships?
- Is the doctor an internally displaced person?
- Is the doctor a disabled person?
- First and last name of the nurse
- Gender
- Place of residence
- Postal address
- Email address
- Telephone number
- Information about education
- Information about the place of work
- Elaborate on the nurse's professional experience in the last three years.
- Does the nurse have the experience of participating in international internships?
- Is the nurse an internally displaced person?
- Is the nurse a disabled person?

**Tab 'Questions'**



- Briefly describe the urgent challenges that your department faces that you are going to solve after graduating from the Digital Lab.
- Questions to the doctor: how does emotional burnout affect your work with patients? How do you deal with emotional burnout?
- Questions to the doctor: what is important to you during the consultation? How do you build trust in your relationships with patients?
- Questions to the nurse: how does emotional burnout affect your work? How do you deal with emotional burnout?
- Questions to the nurse: what is your role in the life of the department? What are you doing to facilitate the interdisciplinary work of departments?

#### Tab 'Motivation'

- Questions to the doctor: why is participating in the Digital Lab relevant to your professional development?
- Questions to the doctor: how do you plan to use the knowledge gained during the Digital Lab at work?
- Questions to the doctor: what long-term results do you expect from participating in the Digital Lab?
- Questions to the nurse: why is participating in the Digital Lab relevant to your professional development?
- Questions to the nurse: how do you plan to use the knowledge gained during the Digital Lab at work?
- Questions to the nurse: what long-term results do you expect from participating in the Digital Lab?

#### Tab 'Attachments'

Please attach doctor's documents:

- CV
- Recommendation letter
- Written consent to make a presentation for teammates

Please attach nurse's documents:

- CV
- Recommendation letter
- Written consent to make a presentation for teammates

#### Tab 'Declaration'

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- Please confirm that you have read and understood the programme conditions
- Confirm that you agree to join the chat in Telegram.

- All tabs consist of mandatory and optional fields.
- Optional fields are marked 'optional'.
- You cannot move to the next tab and save the application if mandatory fields have not been completed.
- To submit an application, please press the 'Submit entry' button.
- Once you click 'Submit entry', the application is forwarded for review, and you will not be able to make any changes or upload any additional files.
- If after clicking 'Submit entry' you do not receive an automatic confirmation, your application has not been submitted. In such a case, please check again and/or get in touch with us via email: [kateryna.vandyach@houseofeurope.org.ua](mailto:kateryna.vandyach@houseofeurope.org.ua).

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#### 16. What documents do I need to provide?

Both the doctor and the nurse should attach a set of documents, which include:

- CV of two pages maximum in PDF: professional experience, education, internships, scholarships, awards received in the last three years. Please draft the document in the Ukrainian language.
- Letter of recommendation signed with blue ink. The letter should be from your employer or the head of the department. Please draft the document in Ukrainian or English language. If necessary, please download [an example of a recommendation letter](#).
- Consent to present new knowledge to teammates from your department signed in blue ink. Please draft the document in the Ukrainian language. If necessary, please download [an example of consent](#).

#### 17. How many applications can I submit?

- You can only submit one application. If you submit multiple applications, we will consider the first one.

#### 18. How will my application be evaluated?





Your application will go through two stages of assessment.

First, your application will be reviewed technically to confirm that it was submitted on time, includes answers to all questions on the application form and has the mandatory attachments.

If your application is compliant with that, our experts will evaluate it according to the following criteria.

Selection criteria		
1.	<b>Motivation</b>	<ul style="list-style-type: none"> <li>What is the personal and professional motivation of the applicants to participate in Digital Labs: health professionals?</li> <li>To what extent is participation in the Digital Lab relevant for the professional development of the applicants?</li> </ul>
2.	<b>Professional relevance</b>	<ul style="list-style-type: none"> <li>Does the Digital Lab respond to the professional activities of the applicants?</li> <li>Will participation in the Digital Lab contribute to the professional development of the applicants</li> <li>Do applicants have experience of participating in international internships? We are looking for applicants without such experience.</li> <li>Do applicants have the relevant education?</li> </ul>



3.	<b>Multiplication and sustainability</b>	<ul style="list-style-type: none"> <li>How likely is it that applicants will use the knowledge gained during the Digital Lab to transform their institution, sector, or professional community?</li> </ul>
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### 19. What are the next steps?

- Your application will go through a technical review and assessment of grant applications by independent experts. The evaluation takes several weeks.
- You will receive the results of the assessment through an email sent on 20 October 2021. We will send a notification to the email address you used to register on the online platform.
- If your application is successful, we will request that you provide a short bio and a portrait photo for a brochure about the Digital Lab.

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### 20. Timeline

Deadline for application – Monday 9 October 2021, 15.00 Kyiv time

Announcement of results – 20 October 2021

Digital Labs: doctors and nurses from neonatal departments – 23-31 October 2021

Please keep in mind that these dates are not set in stone and may change slightly.

### 21. What if my application is unsuccessful?

We receive a larger number of excellent applications than we can support, thus not all the applications will be successful.

If you do not succeed this time, you can apply for the next open call, or apply for other suitable House of Europe opportunities. You can find more than 20 programmes on [our website](#).

### 22. Personal data protection

By submitting an application for a translation grant, you agree for your personal data to be processed in compliance with [GDPR requirements](#).



## 23. Contact

If you have any questions, feel free to write to [kateryna.vandych@houseofeurope.org.ua](mailto:kateryna.vandych@houseofeurope.org.ua). We will do our best to help you.