



European TuToring Process in Psychiatry And Mental Health

Portfolio Guide

Agreement number
14PT0001 – 2014-1-BE01-KA200-000824

From 01-09-2014 until 31-08-2017

Coordinator
Centre Neuropsychiatrique Saint-Martin
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Portfolio Guide

This document presents to you the importance of and justification for using the Portfolio in the Erasmus+ TuTo project.

It also offers you a few instructions to help you complete it, as well as inviting you to ask for assistance from your tutor and the host institutions if necessary.

Finally, we give you the calendar for awarding ECTS credits.

General remarks

This Portfolio, which is designed to support your process of reflection, will facilitate the integration of new competencies and may be used to recount your experience at your professional integration locations.

It will also be an essential element for awarding the ECTS credits at the end of the programme and must be sent in its entirety to the Project Coordinator before 30 April 2017.



Practical instructions for implementing and drafting chapter 3 of the portfolio “a presentation of the analysis of practices”

Before departing for a traineeship

You choose a subject or a problematic relating to a concern of your team or a project of your institution or a theme that interests you professionally.

You do a literature search and select

- a scientific article
- or a list of recommendations of good practices
- or a description of the experience of a team
- or the official text of a conference
- or a legal text
- or ...

On the basis of the document selected, you work out one or more questions that will orient your observation at the traineeship location. You can have the question(s) validated by your tutor.

At the traineeship location

You become acquainted with the organisation of the national health system or the regulations (legislation) relating to your field of research.

You gather relevant information relating to the chosen subject or problematic.

You observe local practices, interview professionals, the players involved and the experts encountered.

When drafting your work

You set forth the subject/problematic. (3.1)

You present the selected document and explain the question(s) that constituted your starting point. (3.2)

You describe the traineeship context and the lived experience in the field.

You develop the exploratory approaches taken vis-à-vis the players, experts, privileged witnesses encountered.

You set out the situations and facts observed or the activities performed. (3.3)

You analyse the objective data gathered and compare them to the elements coming from your literature search. (3.4)

You present your conclusions and propose avenues for reflection and/or actions that are relevant for your professional practice and your institution. (3.5)





Calendar for evaluating the trainees

The last traineeship will be held from Monday, 20 March to Friday, 24 March 2017 in the host institution you have selected.

The **Portfolio** as well as the **Quadripartite Traineeship Agreement** signed by all parties must reach Mr Jocelyn Deloyer by **30 April 2017**.

The Portfolio must be drafted in English or French, according to your preference. In case of difficulty, you can ask the national coordinator to provide you with a translation.

Please send the documents by e-mail to the following e-mail address: jocelyn.deloyer@fracarita.org

PLUS hard copy by post:

Mr Jocelyn DELOYER

Centre Neuropsychiatrique Saint-Martin

Rue Saint-Hubert, 84 B-5100 Dave – Belgium

We recommend that you send the hard copy by registered letter.

An Evaluation by videoconference will be organised during the first half of June 2017.

The trainee will be contacted by the jury composed of:

Mrs Martine Deridder – Haute Ecole de la Province de Namur

Review of the methodological and pedagogical aspects

Doctor Laurence Fond-Harmant – Luxembourg Institute of Health

Review of the evaluation aspects of the project

Doctor Johannes Thome – Rostock University

Review of the relevance of the clinical mental health elements

Mr Jocelyn Deloyer – Centre Neuropsychiatrique Saint-Martin

Verification of the legal and administrative constraints by the coordinator

The certificates of achievement will be jointly signed by the University of Rostock and the Haute Ecole de la Province de Namur.

The ECTS credits will be awarded by the Haute Ecole de la Province de Namur.

