

FLEXIBILITY TOOL FREE MODULES VERSION

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1 INTRODUCTION

This additional Guide has been developed to support any designer willing to localize the EU Curriculum for “Specialists in CBIT for person-centred care” by assigning its Learning Outcomes (LOs) to different modules, other than the ones described in the Curriculum Flexibility & ECTS Guide.

While the web-based tool developed within Teamcare Platform covers the official localization of the CBIT curriculum based on its modules, the “Flexibility tool - free modules version” enables designers to have greater flexibility in the micro-credentials creation process, helping them to rearrange LOs in different modules, rather than complying with the six ones suggested by the CBIT curriculum. To this purpose, we provide the tool to support such customization.

This user guide is, therefore, a practical support for designers willing to localize the CBIT curriculum with the free modules approach (either in the Comprehensive version of the Curriculum, or in the Essentials one), so that they can familiarize with the tools through the detailed descriptions offered in the guide.

2 FLEXIBILITY TOOL DESCRIPTION

The **Flexibility Tool – Free Modules Version** is a very useful instrument that allows designers to localize the CBIT Curriculum in their specific context, by rearranging LOs in different modules, rather than complying with the ones suggested by the CBIT curriculum. This tool has been elaborated into two formats:

- The **Flexibility Tool – Free Modules Version (Comprehensive Curriculum - FTC)** is the tool associated with the full implementation approach, for the localization of the CBIT Curriculum;
- The **Flexibility Tool – Free Modules Version (Essentials Curriculum - FTE)** is the one associated with the alternative approach, widely explained in the “Curriculum Flexibility & ECTS Guide”, which enhances Curriculum adaptation flexibility by reducing students’ workload and awarding a lower number of ECTS.

Both versions of the tool are structured exactly in the same way to help the designers to localize the CBIT Curriculum according to their specific contextual needs.

Having identified the best possible version for its localization, the Designer can pick the related file (either Comprehensive or Essentials) to have the proper support, knowing that the examples and images in this guide only refer to the Comprehensive Curriculum to avoid unnecessary repetitions.

2.1 Flexibility Tool

To avoid any redundance, this guide specifically describe only the FTC structure, which varies from the FTE only for the range of ECTS assigned to LOs.

The FTC is an Excel file composed of 4 sheets and a cover page:

1. The first sheet (**LOs Titles**) is a reference sheet providing the list of LOs, as defined by TEAMCARE project;
2. The second sheet (**Flexibility Table COMPREHENSIVE**) reports the list of LOs and the range of ECTS associated to them, according to the CBIT Curriculum - Comprehensive Version¹.
3. The third sheet (**ECTS Overview**) lists all LOs that have been assigned to Modules, tracking the total number of ECTS for each one of them;
4. The fourth sheet (**Plan Overview**) gives an overall picture of the LOs assigned to Modules, with their respective titles and allows the designer to indicate the title chosen for the modules.

2.1.1 LOs TITLES

This sheet provides an overview of the LOs of the EU Curriculum for Specialists in Community-Based Interprofessional Teams (CBIT) for person-centered care. The official modules of the CBIT have been omitted, as the designer can create its own, therefore the sheet only includes the columns related to LOs codes and titles (ref. Figure 1):

LEARNING OUTCOMES AS DEFINED BY TEAMCARE PROJECT	
LO CODE	LOs TITLE
A1	To support CBIT processes through collective leadership
A2	To perform collaborative clinical decision-making within CBIT
A3	To apply interprofessional team reasoning to the analysis of patient cases
A4	To empower CBIT establishing shared and concrete goals and applying Team Dynamics Techniques so as to strengthen the work environment
A5	To drive personal and team growth through critical reflection and effective plans
A6	To analyse team conflicts by applying emotional intelligence and to implement suitable strategies for managing them
B1	To apply Closed-Loop Communication (CLC) to facilitate information transfer, team communication and a shared language
B2	To identify and apply collective values, shared purposes, and goals of the CBIT
B3	To identify and apply a shared professional and ethical code within the CBIT
B4	To distinguish, describe, respect and value the roles, responsibilities, and expertise of other CBIT members
B5	To demonstrate a self-improvement mindset and engage in continuing professional development, including staying up to date with the latest scientific evidence
B6	To demonstrate an openness to learning within interprofessional communities

Figure 1

1. **LO CODE:** identifies an alphanumerical code for the Learning Outcomes;

¹ Please note that, following the same criteria, in the FTE file the second sheet is named "Flexibility Tool ESSENTIALS" and refers to the ECTS range of the ESSENTIALS version.

2. LOs Titles: refers to the titles of each Learning Outcome.

2.1.2 Flexibility Table COMPREHENSIVE

This is the **only instrument sheet** that the user can directly fill in, reporting the possible range of credits (ECTS) to be assigned to each LO for the CBIT curriculum in the Comprehensive format (Figure 2) and assigning each LO to the Modules. Note that the coloured columns are static, and **only the while white ones must be filled in**.

The sheet is arranged as follows:

	MODULE	Possible range of ECTS to be assigned to the LO eg.[1-2]	Assigned ECTS [1]	Assigned ECTS check cell
A1		0,4-1,0		
A2		0,4-1,0		
A3		0,4-1,0		
A4		0,5-1,0		
A5		0,4-1,0		
A6		0,4-1,0		
B1		0,3-1,0		
B2		0,2-0,3		
B3		0,2-0,3		
B4		0,3-0,5		
B5		0,2-0,3		
B6		0,3-0,6		

Figure 2: Possible range of credits associated to each LO

1. The first column reports the list of **LOs Code**
2. The second column allows the designer to select from a drop-down list (automatically generated from sheet 4 – Plan Overview) the **reference number of the module** they are willing to associate the LOs to;
3. The third column refers to the **possible range of ECTS credits to be assigned:** while deciding on the number of credits to assign to each LO, the designer must consider the overall amount of ECTS to be assigned to the Modules.
4. In the fourth column, **Assigned ECTS column**, the designer can determine the credits to be assigned to each LO, considering the range of ECTS assigned to each LO;

5. ECTS check cell column will help the designer to automatically check if the credits assigned to each LO complies with the range proposed². If the number doesn't comply with the range, an alert message automatically appears ("check!"). If the "check!" alert appears, the number of ECTS associated to the LO needs to be adapted, in order to fit in the correct range.

2.1.3 ECTS Overview

This sheet is not an operational one, as it recaps all the information inserted in the "Flexibility table" sheet, giving an overall overview of the number of LOs and amount of ECTS assigned to each module; it helps the designer to effectively understand if the localized Curriculum has reached the needs of its institution.

The header recaps the number of ECTS assigned to each module (a maximum number of modules has been fixed conventionally at 10). In addition, for each module, the designer can see how many LOs have been assigned to each module and how many ECTS for each LO.

ASSIGNED ECTs	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	TOTAL
	0	0	0	0	0	0	0	0	0	0	0
A1	0	0	0	0	0	0	0	0	0	0	
A2	0	0	0	0	0	0	0	0	0	0	
A3	0	0	0	0	0	0	0	0	0	0	
A4	0	0	0	0	0	0	0	0	0	0	
A5	0	0	0	0	0	0	0	0	0	0	
A6	0	0	0	0	0	0	0	0	0	0	
B1	0	0	0	0	0	0	0	0	0	0	
B2	0	0	0	0	0	0	0	0	0	0	
B3	0	0	0	0	0	0	0	0	0	0	
B4	0	0	0	0	0	0	0	0	0	0	
B5	0	0	0	0	0	0	0	0	0	0	
B6	0	0	0	0	0	0	0	0	0	0	

Figure 3: ECTS Overview

If the assigned ECTS amount of the training doesn't reach the expected one, the designer can go back to the "Flexibility table" sheet and modify accordingly the ECTS assigned to LOs.

² the same criteria is applied to both version of the FT, but the range assigned will be different depending on the chosen version (COMPREHENSIVE or ESSENTIALS).

2.1.4 Plan Overview

The last sheet of the FT contains the Modules specification (up to a maximum number of 10) and gives an overall plan overview of the training.

The only action required in this sheet is to assign a title to the modules.

Having filled in the FT sheet (see example Figure 4), the designer will already find the list of LOs (codes and titles) associated to the modules (see example Figure 5).

	MODULE	ECTS [1]		Assigned ECTS check cell
		Possible range of ECTS to be assigned to the LO eg.[1-2]	Assigned ECTS [1]	
A1	1	0,4-1,0	0,4	
A2	1	0,4-1,0	1	
A3	2	0,4-1,0	1	
A4	2	0,5-1,0	0,5	
A5		0,4-1,0		
A6		0,4-1,0		
B1	1	0,3-1,0	1	
B2	2	0,2-0,3	0,3	

**Figure 4: FT sheet filled in by the designer
(chosen LOs, reference number of Modules, Assigned ECTS, check cell with no alert)**

M1	<i>Collaborative process and communication</i>
A1	To support CBIT processes through collective leadership
A2	To perform collaborative clinical decision-making within CBIT
B1	To apply Closed-Loop Communication (CLC) to facilitate information transfer, team communication and a shared language
M2	<i>Team dynamics</i>
A3	To apply interprofessional team reasoning to the analysis of patient cases
A4	To empower CBIT establishing shared and concrete goals and applying Team Dynamics Techniques so as to strengthen the work environment
B2	To identify and apply collective values, shared purposes, and goals of the CBIT

**Figure 5: the Plan Overview recaps the information
(LOs codes and titles associated to the Modules)**

3 HOW TO USE THE FLEXIBILITY TOOL: SUGGESTED STEPS

To sum up the above explanations, below are the suggested step to properly use the FTC.

Step 1) Proceed with a contextual analysis and decide which approach suits better your local context: if you decide for the Comprehensive approach, then use the FTC; if you choose for the Essentials approach, use the FTE.



Step 2) Use the correct file to localize the curriculum: fill in the "Plan overview" by assigning the titles to the modules



Step 3) In the "Flexibility Table" sheet associate the module number to each LO by using the drop-down menu, then assign the proper number of ECTS for the LOs, according to the range suggested.



Step 4) Check possible mistakes identified in the "ECTS check cell" (if you read "check!" it means that the number of points inserted is out of the assigned range of the version you have chosen)



Step 5) Make sure that the total number of ECTS assigned to the modules corresponds to the total range of the version you are designing.

