

Co-funded by the Erasmus+ Programme of the European Union 	BeWell – Office and/or Google suite knowledge competence matrix	
EQF Level	5	ESCO: <u>Using word processing, publishing and presentation software</u> (Skill)
Aggregated Units of Learning Outcomes	BeWell – U1.1	Office and/or Google suite knowledge

		BeWell		
Generic Title of the Unit:		U1.1 – Office and/or Google suite knowledge		
Description:		The objectives are - To Increase the knowledge of Microsoft Office and Google Suite packages among health care workers - To empower healthcare workers to use these tools in their daily activities, through several modules with practical examples		
EQF Level:		5		
Learning Outcomes				
BeWell U-1.1	Training Module Code	Competence (Autonomy and responsibility)		
		Knowledge		Skills
1.1 Microsoft Forms/Google Forms	TD01-M1	Is able to independently form a comprehensive overview of the uses of Microsoft Forms / Google Forms.		
		Knows the specific uses and functions of Microsoft Forms/Google Forms, and the main differences between the tools		Uses the appropriate tool for the benefit of healthcare staff in situations such as: • Patient surveys and feedback • Patient registration to studies / appointments • Administrative staff assessment or feedback forms
		Knows the benefits and disadvantages of each Microsoft/Google tool		
1.2 Microsoft Excel/Google Sheets	TD01-M2	Is able to independently form a comprehensive overview of the uses of Microsoft Excel / Google Sheets.		
		Knows the specific uses and functions of Microsoft Excel / Google Sheets, and the main differences between the tools		Uses the appropriate tool for the benefit of healthcare staff in situations such as: • Patient Data Management • Research, studies • Input/output of patient records from a medical software
		Knows the benefits and disadvantages of each Microsoft/Google tool		

1.3 Microsoft Word/Google Docs	TD01-M3	Is able to independently form a comprehensive overview of the uses of Microsoft Word / Google Docs.	
		Knows the specific uses and functions of Microsoft Word/ Google Docs, and the main differences between the tools	Uses the appropriate tool for the benefit of healthcare staff in situations such as: • Patient Profiles • Patient forms • Input/output of patient records from a medical software
		Knows the benefits and disadvantages of each Microsoft/Google tool	
		Understands the benefits of using these tools for remote collaboration between healthcare professionals	
1.4 Microsoft PowerPoint / Google Slides	TD01-M4	Is able to independently form a comprehensive overview of the uses of Microsoft PowerPoint / Google Slides	
		Knows the specific uses and functions of Microsoft PowerPoint / Google Slides, and the main differences between the tools	Uses the appropriate tool for the benefit of healthcare staff in situations such as: • Medical case presentation • Health Data presentation
		Knows the benefits and disadvantages of each Microsoft/Google tool	
1.5 Microsoft One Drive / Google Drive	TD01-M5	Is able to independently form a comprehensive overview of the uses of Microsoft One Drive / Google Drive	
		Knows the specific uses and functions of Microsoft One Drive / Google Drive and the main differences between the tools	Uses the appropriate tool for the benefit of healthcare staff in situations such as: • Sharing documents, knowledge • Editing Documents
		Knows the benefits and disadvantages of each Microsoft/Google tool	
		Understands the benefits of using these tools for interdisciplinary advice, review of documents by patient boards, remote collaboration between healthcare professionals	
1.6 Microsoft Teams/Google Meet	TD01-M6	Is able to independently form a comprehensive overview of the uses of Microsoft Teams / Google Meet	
		Knows the specific uses and functions of Microsoft Teams / Google Meet and the main differences between the tools	Uses the appropriate tool for the benefit of healthcare staff in situations such as: • Organising online meetings
		Knows the benefits and disadvantages of each Microsoft/Google tool	

		Understands the benefits of using these tools for interdisciplinary advice, patient boards without requiring physical presence; sharing knowledge from competence centres which are not available in the area where the patient lives, remote collaboration between healthcare professionals	
--	--	--	--