



EUPATI Patient Expert Training Programme Guidelines 2024 - 2025

What is the EUPATI Patient Expert Training Programme?

The EUPATI (European Patients' Academy on Therapeutic Innovation) Patient Expert Training Programme is a **training programme about the medicines' development process**. It covers the entire lifecycle of medicines research and development (R&D) ([Access the Roadmap for more information on specific opportunities for patient involvement along the lifecycle of medicines R&D](#)), from design and execution of research projects and clinical trials to regulatory processes and Health Technology Assessment (HTA). In addition to detailed information on each step of the process, the training also describes how patients can be involved at each stage.

The overall objective of the programme is to obtain a **thorough understanding of the medicines R&D process**, the patients' role within and **build capacity among the patient community** to take on an active role in collaboration with the other involved stakeholders.

Graduates of the EUPATI Patient Expert Programme are known as **EUPATI Fellows or Alumni**. The EUPATI Fellow title certifies the knowledge gained and gives graduates the opportunity to be recognised as expert patients.

[You can find more information about this programme on Open Classroom, EUPATI online learning platform.](#)

EUPATI has established 24 [National Platforms](#) (ENP's) across Europe and worldwide. Trainees are encouraged to contact their National Platform.

Who can participate?

While the programme is mainly addressed to patients (by patients we mean patient, patient representatives and carers) it **is open to all individuals interested in medicines R&D and patient engagement**. There are limited seats for non-patient participants.

The programme does not focus on any specific disease area, examples and case studies are provided from a variety of different disease areas.

The only requirement for enrolment is a **good proficiency of English**, as the training is provided in English.

Programme Timeline



Registration Process

Please read these Programme Guidelines in full. To register, fill in the registration form. We will ask you to fill in some details and confirm that you wish to participate in EUPATI Patient Expert Training Programme. **By clicking on 'submit' you will consent to Programme Guidelines as outlined in this document.**

There is a limited number of participants who can enrol for the Programme. Registration will be on a first come, first served basis.

The registration deadline for the 2024-2025 Programme is 1 November or when the maximum of registrations has been reached.

How is the EUPATI Patient Expert Training Programme structured?

The programme is a blended training in which participants take **6 online modules** (containing 28 courses in total) and attend 2 events (1 virtual and 1 in-person). Completing the full programme usually takes 12-14 months. **Both events are mandatory, those who do not attend the events will not graduate from the Programme.**

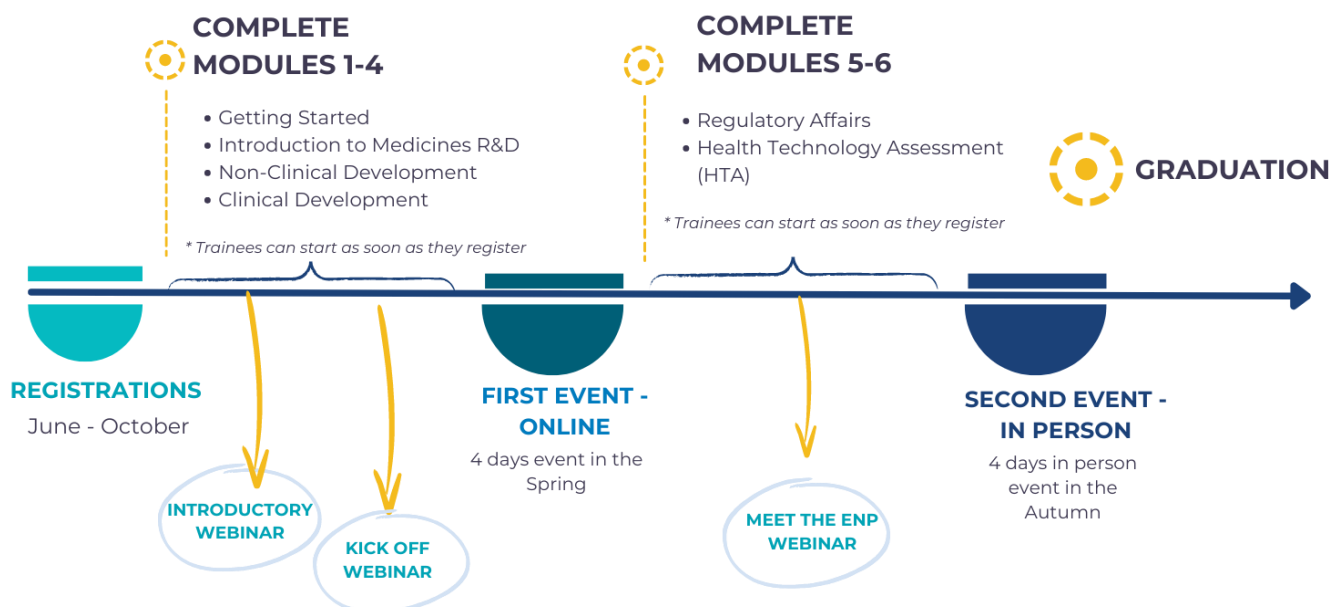
While the courses and modules can be taken in any order, learners need to have completed the modules Getting Started, Introduction to Medicines R&D, Non-Clinical Development, Clinical Development before the 1st training event and Regulatory Affairs and Health Technology Assessment (HTA) before the 2nd event. Optional webinars will also be organised to give more information on the training and the ENP's.

- Getting Started (1 course, free of cost)
- Introduction to Medicines R&D (6 courses)
- Non-Clinical Development (3 courses)
- Clinical Development (7 courses)
 - **1st training event (online)** Wednesday 2 and Thursday 3 + Monday 7 & Tuesday 8 April 2025. Sessions start at 10 CET each day and end around 17 CET.

- Regulatory Affairs (5 courses)
- Health Technology Assessment (HTA) (6 courses)
 - **2nd training event and graduation (in-person)** Monday 20 October to Thursday 23 October 2025 in a European city (Venue to be confirmed). *Sessions start at 9 CET each day and end around 17 CET.*

For more information on the individual courses included in each of the learning modules, please consult [Patient Expert Training Programme online course catalogue](#).

The image below shows the **overview of the programme structure**:



The table below provides **further details on the structure and content of the events**. [You can download the full document](#)

| PATIENT EXPERT TRAINING PROGRAMME EVENTS | | learning.eupati.eu FOR INQUIRIES, EMAIL US AT INFO@EUPATI.EU |
|--|---|--|
|  <p>SPRING MEETING Online event</p> <ul style="list-style-type: none"> • 4 days online event in March or April • Sessions of 6-7 hours per day including coffee and lunch breaks |  <p>AUTUMN MEETING In person event</p> <ul style="list-style-type: none"> • 4 days face-to-face event located in a European country during October. • Sessions of 6-7 hours per day including coffee and lunch breaks (venue to be confirmed) | |
|  <p>The event includes lectures, breakout sessions, open debates and discussions focused on Non-clinical and Clinical Development</p> | <p>The event includes lectures, breakout sessions, open debates and discussions focused on Regulatory affairs & Health Technology Assessment (HTA)</p> | |
|  <p>During the sessions the following topics are covered:</p> <ul style="list-style-type: none"> • Critical reading of scientific publications • Statistics • Review of clinical trials (setup, objective, planning, protocols) • Regulatory environment for clinical trials • Patient involvement in ethics committees • Patient involvement with regulatory bodies • Patient role providing scientific advice • Good Lay Summary Practice <p>The agenda is subject to modifications due to new regulations and developments</p> | <p>During the sessions the following topics are covered:</p> <ul style="list-style-type: none"> • Ethical Principles in Clinical Care • Pharmacovigilance & self-reporting • Benefit-risk in the medicine's life cycle • Communication of safety issues • Package leaflet information • Clinical trial protocol for marketing authorisation • Practical application of HTA • Systematic community-led data collection <p>The agenda is subject to modifications due to new regulations and developments</p> | |
|  <p>Informal networking sessions will be organized at the end of each day to get to know each other better</p> | <p>This is the time for networking and meeting your peers, the faculty and team in person</p> <p>Graduation will take place on the last day</p>  |  |
| <p>ATTENDANCE TO BOTH EVENTS IS REQUIRED TO COMPLETE THE PATIENT EXPERT TRAINING PROGRAMME</p> | | |

IMPORTANT INFORMATION

- Registered participants are **required to complete the first part** of the programme **before attending the first face-to-face event** and to complete the second part of the programme before attending the second face-to-face event and graduation. **Not completing** the required online learning modules before the training events will result in **removing** the participant from the **ongoing cohort**.
 - **Completing an online course** means passing the assessment for each of the individual courses with 70% or higher of correct answers.
 - **Completing an online module** means all courses within a module have been completed with a successful assessment.
 - **Completing the training events** means reading the training material (sent 1 month in advance of the training date) and attending fully both 4-day programmes as well as active participation in breakout sessions.
- Trainees who **do not attend the first event** will **not** be able to **participate in the second event** unless medical leave/force majeure prevents them from attending the first event.
- **Absences in training events are tolerated up to 4 hours per event.** Longer absences will only be tolerated in case of medical leave/force majeure and will need to be communicated in a timely manner to EUPATI and justified.



How much does Patient Expert Training Programme cost?

The costs of the programme are divided in 2 parts:

1. Online learning courses: invoice

Advance payment of **270 EUR (VAT included)**: corresponding to a fee of **10 EUR** for each of the **27 courses** (1 online course is free of charge).

Payment will be made via a payment link with the Stripe platform. If an invoice is required because the payment will be made by an organisation, it will be necessary to provide the details during the registration process.

The trainee will receive an email with payment information shortly after the registration. The **completion of the payment will guarantee the participant's enrolment** in the programme. We ask trainees not to start working on the modules before the registration is completed and they are assigned to the Programme in Open Classroom. In case participants have already completed some parts of the online modules before registration, please contact us at openclassroom@eupati.eu

2. Face-to-face events: personal expense

- **First training event:** there are no costs for participants for the first virtual face-to-face event.
- **Second training event:** participants must cover their transportation, accommodation and meals. A payment link will be sent during the months of May or June to pay part for the **catering costs of 160€**.

The overall objective of the EUPATI Patient Expert Training programme is to provide patients (by patients we mean patients, patients representatives and carers) in-depth training on the medicines R&D process, the role of patients in it and to enable the patient community to take an active role in collaboration with other stakeholders. The programme's primary audience is patients while the programme is open to everyone.

The development of this programme, especially the organisation of the second event which is face-to-face, has high associated costs. EUPATI covers the costs associated to the events for all participants. To allow a maximum number of patients to benefit from the programme, we ask **non-patients affiliated with industry or are independent consultants** for an additional fee of **500€** to cover part of the costs associated to the development of these events.



Financial Support

Participants are **encouraged to contact their patient organisations** or their EUPATI national platforms for information about possible avenues for financial support.

Financial support by EUPATI will be made available to cover the costs of travel and/or accommodation and/or catering for the in-person training event to a limited number of participants who can prove an economic need or are not able to receive financial support from other sources.

Please note that **only patients and carers** with **no formal affiliation to industry** are eligible for financial support in the following situations

1. *None/limited means of income.*
2. *No support received from a patient organisation*, EUPATI National Platforms or any other source.*

**Should we have excess funding, we will consider supporting patient organisation representatives.*

The registration for financial support will open after the first event and will be assessed on a case-by-case basis.

Detailed Timeline for Patient Expert Training Programme 2024-2025

| | JUN 2024 | JULY 2024 | AUG 2024 | SEPT 2024 | OCT 2024 | NOV 2024 | DEC 2024 | JAN 2025 | FEB 2025 | MAR 2025 | APR 2025 | MAY 2025 | JUN 2025 | JULY 2025 | AUG 2025 | SEPT 2025 | OCT 2025 | |
|------------------|--|-----------|----------|-----------|----------|----------|----------------------|----------|------------------|--------------------|----------|----------|----------|----------------------|----------|-----------|----------|--|
| REGISTRATIONS | As of June: rolling assignment to programme. Payment via flat fee. | | | | | | | | | | | | | | | | | |
| SELF STUDY | Online Modules 1 - 4 | | | | | | | | | Online Modules 5-6 | | | | | | | | |
| PROGRAMME EVENTS | | | | | | | | | | | | | | | | | | |
| WEBINARS | | | | | | | Introductory webinar | | Kick-off webinar | | | | | Meet the ENP webinar | | | | |
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Cancellation/Change Policy

Programme costs are non-refundable. Anyone who withdraws from a cohort and wants to finish the programme the following year will have to register and **pay the total registration fee again** for the next cohort. There are some exceptions to this rule in the following circumstances:

- Medical leave/force majeure preventing from attending one event
- Someone only needing to attend one day for the next spring event

These people will need to register only, they will not be required to pay.

Trainees can register for the following cohort only once.

Useful links

- [Open Classroom](#), EUPATI online learning platform. [Patient Expert Training Programme information page](#) and [FAQ](#) on Open Classroom.
- [Toolbox](#), EUPATI information library about medicines research and development
- [Patient Engagement Roadmap](#), a practical roadmap about patient involvement in medicines R&D
- [EUPATI Website](#), everything about EUPATI, its activities and [National Platforms](#).



Other policies

1. Security policy:

Safety and security are our primary concern for our participants attending face-to-face events. We recommend following travel advice of participants' respective countries and respect health and safety measures in the destination country. EUPATI does cover basic insurance for participants during the in-person events.

2. Audio-visual Recording policy

Audio and video recording from EUPATI will happen only with consent of event attendees and with rights to switch off camera in virtual events and express wish not to be captured on audio/video in face-to-face event. Unconsented video/audio recording done by participants is prohibited. GDPR (General Data Protection Regulation) rules and [EUPATI Code of Conduct and Ethical Framework](#) are in effect and we trust that participants do not use any personal details or content acquired through the programme for commercial purposes or other unauthorized purposes.

3. Governing Law

These guidelines are governed by and construed in accordance with Dutch law. EUPATI and the participant will do their utmost to achieve an amicable settlement or arbitration of any dispute arising between them in the performance of the present guidelines.

If you have further questions about these guidelines, you can contact us at openclassroom@eupati.eu