

GUIDANCE NOTES

Matrix of Training & Review Meetings for the Mercury Reduction Project*Guidance for planning and carrying out effective education sessions in your hospital*

Topics to cover→

Type of Meeting:	Purpose of meeting:	Welcome & introductions	Participant assessment*	Mercury overview	Project or topic overview	Highlights of Accomplishments & obstacles	In-depth presentation on topic of interest	Evaluation of past year	Next steps	Participant assessment
Project Launch	Formal launch of a mercury reduction project in your hospital. May include guests and dignitaries from government, partner NGOs, and other collaborators (e.g. university). Typically ceremonial as well as educational.	√	√	√	√				√	√
Initial employee education session	Employee education session featuring basic introduction to mercury & its drawbacks, introduction to the hospital's plans for mercury reduction, and action plans/timing for addressing mercury in the hospital.	√	√		√				√	√
Continuing education session	In-depth focus on a particular topic that is part of the hospital's mercury reduction effort. Examples: conducting a mercury inventory, mercury spill clean up, mercury waste disposal, alternatives to mercury devices, introduction to <i>The ABCs of Mercury Reduction</i> (workbook), developing mercury policies for the hospital.	√	√		√	√	√		√	√
Year end review	Year end review of progress, barriers, and next steps (may be held at intervals other than yearly)	√	√	√	√	√		√	√	√

* "Participant assessment" is a short evaluation of participant knowledge on the meeting topic, measured once at the start of the meeting and a second time at the end of the presentation

GUIDANCE NOTES FOR Year End Review Meeting

Option 1: Single meeting (longer in duration; 5 hour session)

Time	Session (single session)	
8:30-9:00	Registration, opening, short participant assessment	Led by Facilitator and hospital administrator
9:00-10:00	Technical training session: discuss specific mercury reduction topic(s) that hospital considers a priority	
10:00-11:00	Review of the draft Mercury Reduction Workbook	
11:00-11:15	Break	
11:15-12:00	Discussion on the hospital's written mercury reduction policy	
12:00-13:00	Evaluation of the project's first year. Identification of the project topics for Yr 2.	
13:00-13:15	Closing remarks and post-training assessment	Led by facilitator and hospital representative

Option 2: Two shorter meetings (2.5 hour sessions)

Time	Session 1		Time	Session 2	
8:45-9:00	Registration, opening, short participant assessment	Led by Facilitator and hospital administrator	8:45-9:00	Registration, opening, and short participant assessment	Led by Facilitator and hospital administrator
9:00-10:00	Technical training session: discuss specific mercury reduction topic(s) that hospital considers a priority		9:00-10:00	Discussion on the hospital's written mercury reduction policy	
10:00-11:00	Review of the draft Mercury Reduction Workbook		10:00-11:00	Devaluation of the project's first year	
13:00-13:15	Closing remarks and post-training assessment	Led by facilitator and hospital representative	11:00-11:15	Closing remarks and final participant assessment	Led by facilitator and hospital representative