

Guidance note on the SHP mercury reduction training for hospital staff in Ecuador and Mexico

Objectives

The purpose of the mercury reduction training in the participating Project's hospitals include:

- launch formally the project work with the four participating hospitals;
- ensure that the hospital staff members who will be collaborating with the Project understand:
 - the basic concepts of mercury reduction in healthcare;
 - activities and expected outcomes of the Project;
- discuss appropriate approaches and any challenges anticipated in the Project's activities;
- agree on tasks during Oct 2009 – Jun 2010 in each participating hospital.

Organizers

The training in each hospital will be organized jointly by:

- UMASS Lowell's Sustainable Hospitals Program (SHP);
- The facilitating institute of Ecuador: the Institute for the Development of Production and the Work Environment (IFA); and
- The facilitating institute of Mexico: the Department of Chemical and Biological Sciences, the University of Hermosillo;
- each participating hospital of Ecuador/Mexico.

The facilitating institutes will select the venue that is most convenient to the hospital staff, for example, within the participating hospital's training room.

Participants

The participants will include the frontline staff and department managers of the participating hospitals. In consultation with the hospital administrators/directors, the facilitators will identify and invite the most appropriate individuals.

Model program

A model program outline is presented on the next page. The facilitating institutes will tailor the outline into a final training agenda.

The 1st session. Each training event starts with welcoming addresses by the UML representative, the facilitating institute, and a director/administrator of the participating hospital.

Participant assessment. A brief participant assessment will be carried out as required by the EPA.

Refreshment break. The project will provide a small budget for refreshments and snacks.

The 2nd session. The UML representative and facilitators will give a background presentation on the importance of mercury reduction in healthcare, existing international efforts, and specific aims of the UML-EPA Project.

The 3rd session. An appropriate hospital representative on gives a presentation on past and present existing healthcare-related mercury reduction efforts in Ecuador/ Mexico. This presentation will highlight the following: what healthcare-related efforts have been or are being carried out and by whom, achievements, and lessons learned from these efforts (i.e. strengths and weaknesses).

The 5th session. An interactive session – moderated by the UML representative and the facilitators – will go through all of the Project’s activities and specific tasks. The purpose of this session is to: (i) ensure that the key staff is clear what outcomes are expected, (ii) give a possibility to staff to suggest the best approaches and note the challenges, and (iii) clarify who will be doing what?

The 6th session. Based on the notes of the 5th session, next steps and future action items will be listed on a flip chart.

Final participant assessment. The same participant assessment will be repeated to measure the increased knowledge.

Closing remarks. A representative of the participating hospital, the UML representative, and the facilitators will thank the participants and remind them about the next important steps.

Time	Session
8.30 - 9.00	Registration, opening welcomes, and introduction <ul style="list-style-type: none"> • Rafael Moure • Facilitator • Hospital administrator
9.00-9.15	Short participant assessment
9.15 – 9.30	Break
9.30 – 10.15	Background to international mercury reduction work and the importance of mercury reduction in the healthcare sector (45 min) <ul style="list-style-type: none"> • Rafael Moure • Facilitator
10.15- 11.00	Hospital presentation on mercury sources <ul style="list-style-type: none"> • Selected hospital representative
11.00-12.30	Interactive session on the upcoming project tasks (2 hrs) <ul style="list-style-type: none"> • Rudimentary assessment and review of plans • Inventory • Implementing one alternative • Posts-implementation assessment
12.30-12.45	Summary of the next steps, action items.
12.45-13.00	Final participant assessment.
13.00	Closing remarks <ul style="list-style-type: none"> • Rafael Moure • Facilitator • Hospital representative