

## **Considerations & Suggestions for Developing a SMART Refresher**

SMART guidelines and the provincial MSIP policy require that staff receive a minimum of 1 hour of SMART refresher training every year.

### **Considerations:**

Here are some questions to consider when deciding the content of a refresher.  
(Information can be collected from staff, managers, trainers and OH&S)

- What have been reoccurring or critical problems recently or since the last refresher?
- Have there been reoccurring injuries that could be addressed through more awareness, education or training?
- What new information needs to be imparted (procedures, techniques, equipment)?
- Do staff and/or SMART coordinators have any suggestions for what they would like to see in the refresher?
- Does the Provincial MSIP Coordinator or MSIP Consultant have any updates/information that need to be included?

### **Suggestions:**

- Designate a certain portion of the refresher to a discussion regarding how the program is working for the front-line staff. The feedback can then be captured and passed on to supervisors/managers. Any feedback that needs action can be directed appropriately.
- If the participants are mainly from one unit/work team, have the team coordinator/supervisor attend.
- Try to update staff on what has been done with their feedback and suggestions from the previous refresher and the latest developments in the program.
- Be flexible and prepared (within reason). Depending on time and trainer's flexibility the agenda can be opened to suggestions.
- Pick one or two manual techniques or mechanical devices to review and practice in detail as opposed to reviewing and practicing them all briefly.