

IMPLEMENTATION GUIDE

SunSafe

Using a Research-tested Intervention Program (RTIP) to develop a process model for program delivery in the practice setting

Note: Refer to “Using What Works: Adapting Evidence-based Programs to Fit Your Needs”. Review the appropriate Modules and the handouts provided in each, in order to modify and evaluate this program to meet the needs of your organization and audience.

“Using What Works” is available online at:

http://cancercontrol.cancer.gov/use_what_works/start.htm.

I. Program Administration (Type of Staffing and Functions Needed)

Program Manager

- Determines the geographical area for program implementation where elementary schools, medical practices providing care to children, and beach/outdoor recreational areas exist. It is important to also include areas with households that are below the federal poverty level. This will ensure promoting awareness to low-income families.
- Establishes agreement to implement the program with the respective program sites
- Provides program oversight
- Controls budgets, deadlines, supplies
- Recruits, trains, and supervises staff including the Program Coordinator

Program Coordinator(s)

- Provides a SunSafe orientation to participating sites
- Conduct presentations, in-service meetings, and visits to
 - Familiarize day care providers, elementary school teachers, and School Liaison about the program’s curricular materials
 - Familiarize health professionals and their staff about creating an office system that promotes sun safety, especially during all well child checks and other office visits.
- Assists School Liaison in implementing parent/guardian outreach
- Conducts in-service meetings with lifeguards at beach areas
- Provides necessary follow-up support

School Liaison *(Recommended: A school nurse)*

- Answers health questions
- Assists teachers in implementing the SunSafe curriculum
- Leads parent/guardian outreach with assistance from the Program Coordinator

II. Program Delivery

For additional information on modifying program materials, refer to the appropriate Module(s) for program adaptation from “Using What Works”.

A. Program Materials (*All listed materials can be viewed and/or downloaded from the Products Page*):

- **Implementation Guide**
- **SunSafe – A Sun Protection Primary Care Practice Manual, Part 1:** A manual developed for primary care physicians to help them deliver sun protection advice to children and their parents as a regular part of their practices.
- **SunSafe – A Sun Protection Primary Care Practice Manual, Part 2:** A manual developed for primary care physicians to help them deliver sun protection advice to children and their parents as a regular part of their practices.
- **SunSafe – A Sun Protection Primary Care Practice Manual, Part 3:** A manual developed for primary care physicians to help them deliver sun protection advice to children and their parents as a regular part of their practices.
- **Primary Manual Appendix B:** A sample letter for physicians to send to parents.
- **SunSafe – A Sun Protection Curriculum for Preschoolers, Part 1:** A manual developed for day care providers and preschool teachers to help them deliver a sun protection curriculum for preschoolers.
- **SunSafe – A Sun Protection Curriculum for Preschoolers, Part 2:** A manual developed for day care providers and preschool teachers to help them deliver a sun protection curriculum for preschoolers.
- **SunSafe – A Sun Protection Curriculum for Preschoolers, Part 3:** A manual developed for child care providers and preschool teachers to help them deliver a sun protection curriculum for preschoolers.
- **SunSafe – A Sun Protection Curriculum for Preschoolers, Part 4:** A manual developed for day care providers and preschool teachers to help them deliver a sun protection curriculum for preschoolers.
- **SunSafe – A Sun Protection Curriculum for Kindergarten – 4th Grades, Part 1:** A manual developed for teachers to help them deliver a sun protection curriculum for elementary school students. This section is an introduction for teachers.
- **SunSafe – A Sun Protection Curriculum for Kindergarten – 4th Grades, Part 2, Kindergarten:** A manual developed for teachers to help them deliver a sun protection

curriculum for elementary school students. This section contains the Kindergarten curriculum.

- **SunSafe – A Sun Protection Curriculum for Kindergarten – 4th Grades, Part 2, Grade 1:** A manual developed for teachers to help them deliver a sun protection curriculum for elementary school students. This section contains the Grade 1 curriculum.
- **SunSafe – A Sun Protection Curriculum for Kindergarten – 4th Grades, Part 2, Grade 2:** A manual developed for teachers to help them deliver a sun protection curriculum for elementary school students. This section contains the Grade 2 curriculum.
- **SunSafe – A Sun Protection Curriculum for Kindergarten – 4th Grades, Part 2, Grade 3:** A manual developed for teachers to help them deliver a sun protection curriculum for elementary school students. This section contains the Grade 3 curriculum.
- **SunSafe – A Sun Protection Curriculum for Kindergarten – 4th Grades, Part 2, Grade 4:** A manual developed for teachers to help them deliver a sun protection curriculum for elementary school students. This section contains the Grade 4 curriculum.
- **SunSafe – A Sun Protection Curriculum for Kindergarten – 4th Grades, Part 3:** A manual developed for teachers to help them deliver a sun protection curriculum for elementary school students. This section contains activities and resources for all grades.
- **SunSafe – A Sun Protection Curriculum for Kindergarten – 4th Grades, Part 4:** A manual developed for teachers to help them deliver a sun protection curriculum for elementary school students. This section contains activities and resources for all grades.
- **SunSafe – A Sun Protection Curriculum for Kindergarten – 4th Grades, Part 5:** A manual developed for teachers to help them deliver a sun protection curriculum for elementary school students. This section contains activities and resources for all grades.
- **SunSafe Reading List:** A suggested reading list for all grades.
- **SunSafe Certificate:** A SunSafe certificate with space for a child's name.

B. Program Implementation:

The steps used to implement this program are as follows:

Step 1: Recruit day care centers, elementary schools, primary care practices, and beach areas where the SunSafe program will be implemented.

Step 2: Complete training on the program and the relevant curriculum materials for the Program Coordinator so that they will have the knowledge and ability to: present information about skin cancer and sun protection practices; inform day care providers, teachers, and the School Liaison about the program's curriculum; inform health care professionals and their staff about creating

an office system that promotes sun safety, especially during all well child checks and other office visits; assist School Liaison in parent/guardian outreach; and provide necessary site visits and follow-up support as requested.

Step 3: For each participating day care center, hold three visits: 1) a brief visit with the day care director to describe the program and answer questions; 2) a training to educate day care providers about skin cancer and sun protection and to introduce them to the SunSafe curriculum; and 3) a parent/guardian outreach session led by day care providers to educate parents about sun safety. Day care providers should dedicate at least two days for implementing the SunSafe curriculum. Reinforce SunSafe messages with weekly reminder activities. See the following program materials: **SunSafe – A Sun Protection Curriculum for Preschoolers, Part 1; SunSafe – A Sun Protection Curriculum for Preschoolers, Part 2; SunSafe – A Sun Protection Curriculum for Preschoolers, Part 3; SunSafe – A Sun Protection Curriculum for Preschoolers, Part 4; SunSafe Reading List; SunSafe Certificate.**

Step 4: For each participating elementary school, hold three visits: 1) a brief visit with the principal to describe the program and answer questions; 2) an in-service day to educate teachers about skin cancer and sun protection and to introduce them to the SunSafe curriculum; and 3) a parent/guardian outreach session led by the School Liaison to educate parents about sun safety. Teachers should dedicate at least two class periods for implementing the SunSafe curriculum. Reinforce SunSafe messages with weekly reminder activities. Encourage teachers to use existing lesson plans or derive their own lesson plans from the activities provided. See the following program materials: **SunSafe – A Sun Protection Curriculum for Kindergarten – 4th Grades, Part 1; SunSafe – A Sun Protection Curriculum for Kindergarten – 4th Grades, Part 2, Kindergarten; SunSafe – A Sun Protection Curriculum for Kindergarten – 4th Grades, Part 2, Grade 1; SunSafe – A Sun Protection Curriculum for Kindergarten – 4th Grades, Part 2, Grade 2; SunSafe – A Sun Protection Curriculum for Kindergarten – 4th Grades, Part 2, Grade 3; SunSafe – A Sun Protection Curriculum for Kindergarten – 4th Grades, Part 2, Grade 4; SunSafe – A Sun Protection Curriculum for Kindergarten – 4th Grades, Part 3; SunSafe – A Sun Protection Curriculum for Kindergarten – 4th Grades, Part 4; SunSafe – A Sun Protection Curriculum for Kindergarten – 4th Grades, Part 5; SunSafe Reading List; SunSafe Certificate.**

Step 5: For each participating primary care practice, hold one visit to present information to health professionals and their staff about skin cancer and sun protection practices; provide strategies for creating an office system that promotes sun safety; and offer activities and tools designed to enhance sun protection counseling during all well child checks and other office visits. Encourage practices to send letters to parents about sun safety. See the following program materials: **SunSafe – A Sun Protection Primary Care Practice Manual, Part 1; SunSafe – A Sun Protection Primary Care Practice Manual, Part 2; SunSafe – A Sun Protection Primary Care Practice Manual, Part 3; Primary Manual Appendix B.**

Step 6: For each participating beach area, hold one in-service day at which the Project Coordinator educates lifeguards about skin cancer and sun protection practices. Encourage lifeguards to post information about sun safety and the predicted UV index for the day. Provide lifeguards with free sunscreen samples and educational materials.

III. Program Evaluation

For additional information on planning and adapting an evaluation, review the appropriate Modules for program implementation and evaluation from “Using What Works”.

http://cancercontrol.cancer.gov/use_what_works/start.htm

For further assistance in designing and conducting an evaluation, consider communicating with members from NCI’s Research to Reality (R2R) community of practice who may be able to help you with your research efforts. Following is a link to start an online discussion with the R2R community of practice, after completing registration on the R2R site:

<https://researchtoReality.cancer.gov/discussions>.