

IMPLEMENTATION GUIDE

1-2-3 Pap: Easy Steps to Prevent Cervical Cancer

*Using an Evidence-Based Program to develop
a process model for program delivery in the practice setting*

Note: Refer to “Putting Public Health Evidence in Action”. 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.

“Putting Public Health Evidence in Action” is available online at:
<http://cpcrn.org/pub/evidence-in-action/>

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

Program Manager (Requirements: Experience with program implementation)

- Manages day-to-day operations
- Oversees program administration and implementation by monitoring quality assurance and quality improvement
- Supervises the program coordinator and program nurse to ensure compliance with program operating procedures

Program Coordinator (Requirements: Experience with recruitment and data management)

- Identifies and recruits eligible participants
- Collects and stores program participant contact information
- Manages participant human papillomavirus (HPV) vaccination data
- Provides broad logistical support for participant appointment scheduling, appointment reminders, and follow-up

Program Nurse (Requirements: At a minimum, certification to administer vaccines)

- Provides information to participants on the HPV vaccine and Pap testing and answers medical questions
- Administers HPV vaccinations to participants and documents vaccination receipt details in participants’ medical records
- Disseminates program materials to participants (i.e., educational video, fact sheet) and responds to participants’ questions regarding the content of program materials
- Collaborates with the program coordinator to schedule appointments for vaccine doses 2 and 3, completes appointment reminder cards, provides appointment reminder cards to participants, and delivers scripted follow-up calls

II. Program Delivery

For additional information on modifying program materials, refer to the appropriate Module(s) for program adaptation from “Putting Public Health Evidence in Action”.

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

- **1-2-3 Pap DVD:** This 13-minute video is designed to educate young women about HPV and to promote HPV vaccine series completion.
- **Basic Facts About HPV and HPV Vaccines: What Girls/Women Should Know!** This fact sheet contains evidence-based health information on HPV and HPV vaccination for women.
- **1-2-3 Pap Reminder Cards:** This card can be given to participants to remind them of their scheduled appointments for doses 2 and 3 of the HPV vaccine series. It can also be used by the program administration team to collect participant contact information, preferred time and method of contact, and vaccination history.
- **1-2-3 Pap Scripts for Dose 2 and 3 Reminder Phone Calls:** This script can be used to call participants about their scheduled appointments for doses 2 and 3 of the HPV vaccine series.

B. Program Implementation:

The steps used to implement this program are as follows:

Step 1: The program coordinator recruits female participants who are between the ages of 18 and 26, who are not pregnant, who have not previously received any dose of the HPV vaccine, and not previously experienced a negative reaction(s) to any vaccine.

Step 2: The program nurse administers dose 1 of the HPV vaccine and documents vaccination details in the participant’s medical record. The program coordinator or program nurse provides participants with the fact sheet.

Step 3: The program nurse asks the participant to watch the 1-2-3 Pap DVD on a tablet, portable DVD player, laptop computer, or television.

Step 4: The program coordinator or program nurse schedules appointments for the participant to receive the second dose of the vaccine 1 to 2 months after the first dose and to receive the third dose at least 6 months after the first dose. The program coordinator or program nurse completes the **1-2-3 Pap Reminder Card** to record the date of the participant’s first HPV vaccination and her scheduled appointments for doses 2 and 3. The program administration team can retain the bottom portion of the **1-2-3 Pap Reminder Card** for administrative records.

Step 5: The program coordinator or program nurse contacts the participant to remind her of her scheduled appointments for doses 2 and 3 using the **1-2-3 Pap Scripts for Dose 2 and 3 Reminder Phone Calls**.

Step 6: The program nurse administers doses 2 and 3 of the HPV vaccine as scheduled.

III. Program Evaluation

For additional information on planning and adapting an evaluation, review the appropriate Modules for program implementation and evaluation from “Putting Public Health Evidence in Action”.

<http://cpcrn.org/pub/evidence-in-action/>

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>.