

# IMPLEMENTATION GUIDE

## Together for Sun Safety

*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](http://cancercontrol.cancer.gov/use_what_works/start.htm).

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

#### **Program Manager**

- Provides day-to-day operation
- Controls budgets, deadlines, supplies
- Recruits and supervises program staff

#### **Program Coordinator** (*Recommended: A health educator*)

- Identifies and recruits participants
- Generates and mails materials to participants

### 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*):

- **Parent Brochures:** A set of five brochures for parents to help them deliver sun protection information to their children.
- **Tip Cards:** A set of three 3 X 5 tip cards for parents to help them deliver sun protection information to their children.
- **Parent Newsletters:** Examples of four newsletters for parents to help them deliver sun protection information to their children.

## **B. Program Implementation:**

The steps used to implement this program are as follows:

Step 1: Recruit parents and their children (aged 5 to 11 years old or in grades K - 5) from pediatric practices and elementary schools to participate in the program.

Step 2: Generate a letter to parents describing the *Together for Sun Safety* program and mail the letter.

Step 3: During the first week in March, mailing cycles to the parents should begin. The introductory **Parent Newsletter** is mailed first, followed by a **Parent Brochure**, and a **Tip Card**. Materials are mailed to parents approximately every 2.5 weeks for a total of 10 mailings over 6 months including all 4 newsletters, 3 of the 5 brochures, and all 3 tip cards. (Note: educational materials should be modified to include updated contact information.)

## **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](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>.