



HPV Vaccine is Cancer Prevention



Leader's Manual

Table of Contents

All materials are available on the Arkansas Immunization Action Coalition website: www.ImmunizeAR.org

1. Goal and General Instructions
2. What You Need to Do Before the Workshop
 - a. Decide on who your workshop will be for
 - b. Decide on a date and location
 - c. Advertise
 - d. Prepare the classroom
 - e. Prepare yourself
 - f. Gather teaching tools
3. The Workshop
 - a. Introductions and Warm-up Activity
 - b. Overview
 - c. What is HPV?
 - i. What health problems are associated with HPV?
 - d. How is HPV spread?
 - e. HPV and how to stay healthy.
 - i. What can I do to protect myself?
 - ii. What can I do to protect my children?
 - f. Let's talk about the HPV vaccine.
 - i. Who should get the HPV vaccine?
 - ii. How many doses of the vaccine will I need?
 - iii. Who should not get the HPV vaccine?
 - iv. Does the vaccine have side effects?
 - v. Where can you get the HPV vaccine?
 - vi. Let's review.
 - g. Everyone has a story
 - h. Let's talk: questions and concerns
 - i. Thank you! and What did I learn?
4. After the Workshop
 - a. Fill out the Leader's Summary
 - b. Send in the Leader's Summary and the Warm-up Activity and "What Did I Learn?" sheets.
5. Addendum

1. Goal and General Instructions

Goal: Participants will be able to describe HPV, how it is spread and explain steps they can take to protect themselves from HPV. We also hope that participants will be willing to personally get the vaccine, be willing to vaccinate their children and be able to communicate with friends and family about the importance of the vaccine.

Please use this Leader's Manual as a general guide for hosting your workshop. This manual is designed to go with the "HPV Vaccine is Cancer Prevention" PowerPoint presentation and booklet. Feel free to customize your presentation to your audience. The workshop is designed to last no longer than one hour, but it can be flexible. Some instructions are designed to help explain things more fully to people who may not know some of the vocabulary words and concepts. However, all attendees will appreciate the presentation -- especially when things are explained in a clear, easy-to-understand manner.

2. What You Need to Do Before the Workshop

Advance planning will help to make your workshop a great success. Important questions to consider in advance that will help determine many of your plans include:

Audience considerations – who will the workshop be for?

If you are planning a workshop, you may need to consider the following:

- Do you need to get an interpreter for people for whom English is not their primary language?
- Will your classroom location be convenient?
- Do you need to provide childcare?
- Will you have refreshments? If so, are your refreshments appropriate for your audience?
- Is your classroom handicapped accessible?
- Are the acoustics good or do you need a sound system?
- Is there easily accessible parking?
- Is morning or evening a better time?
- Do they have special needs?
- What is the best day and time?
- If your audience is likely to be parents, scheduling the workshop during school hours may help with childcare issues.

Once you have determined your target audience, you will need to:

Decide on a date, time and location.

- Check to be sure there are no other major events scheduled for your date.
- Try to locate your workshop near public transportation, if possible.
- If you have a number of participants from the same work location, see if the employer will let you schedule something at their work location during a lunch break or right after work.
- Decide on whether you will have refreshments.
- Contact an immunizing clinic or pharmacy to verify if they have the HPV vaccine in stock if attendees inquire about locations to get the vaccine. If you need help finding a clinic or a pharmacy with HPV vaccine, please contact the Executive Director of Immunize Arkansas. They will be happy to help you.
- Decide if you plan to take photographs at the workshop and, if so, arrange for someone to take the photos.

Advertise!

- Put up posters where you think your intended audience might see them. (A poster you can edit is on the website.)
- Put an announcement in newsletters of your organization and any organizations with which your audience is likely to be affiliated.
- Send a press release about your workshop to the local newspaper. (A press release you can edit is on the website.)
- Put announcements in the community calendar of your newspaper. (You can also use the press release form on the website for this purpose.)

Prepare the classroom.

- Make sure you have good signs to direct people to the classroom.
- Prepare the room so it is comfortable (temperature, right-sized chairs, good lighting, etc.)
- Make sure the classroom is big enough for the anticipated number of attendees.
- Be sure that all attendees can see the screen.
- Consider setting up tables to make it easy for participants to take notes.

- If you plan to use the PowerPoint Presentation provided, make sure you have access to a:
 - Laptop computer
 - Projector
 - Screen or white wall
- Test the presentation equipment in advance.
- Provide nametags so that people can identify each other by name.
- Set up a sign-in table and have people make name tags and sign the following:
 - Sign-in Sheet (One is available on the website.)
 - Photo Permission Sheet to use if you are taking pictures or using quotes from participants. (One is available on the website.)
- Have “HPV Vaccine is Cancer Prevention” booklets available for participants at the sign-in table.
- Set up the refreshments just prior to beginning the workshop.

Prepare yourself.

- Review the PowerPoint presentation and notes.
- Customize the PowerPoint presentation with your information.
- Become familiar with the workshop booklet.
- Think about instances in your own life that you are willing to share related to the topic you are about to present. Consider the following:
 - Adults want to learn practical things that apply to real life.
 - Personalizing information helps to make it more interesting.
 - Help to make the presentation more warm and approachable.
- Think about potential questions that may come up and how you will answer them.
- Think about your nonverbal communication. Warmth and friendliness are shown through:
 - Facial expressions
 - Tone of voice
 - Body language
- Think about presenting a positive attitude, especially for questions that you are asked. **All questions are good questions!**
- Gather teaching tools:
 - Print out enough copies of the Warm-up Activity and “What Did I Learn?” sheets for each participant to have one.
 - Have pens or pencils available for attendees to encourage writing in the lesson books and taking notes.
 - Have enough booklets on hand for attendees.
 - Optional: Gather markers for a dry erase board or a flip chart.

3. The Workshop

Greet people and welcome them as they enter the classroom. Ask them to take a name tag from the registration table and fill in their first names so that you can call them by name if they should have questions during your presentation. Ask them to fill out the Sign-In Sheet and the Photo Permission Sheet (if you plan to take photos).

Slide 1- HPV Vaccine is Cancer Prevention

This slide should be displayed as people arrive and get settled.

Begin the workshop on time and end it on time. The workshop is designed to take no more than one hour. By being punctual, you show your respect for your audience and their time.

Once everyone has been seated and appears comfortable, go to the front of the room and begin with introductions.

Slide 2- Introductions (Booklet Cover)

Introduce yourself. Give your name, your title and the organization that you represent. Give any additional information about your organization that you wish to share. Then, offer an introductory exercise. If you have a larger group, you may want to simply have people go around and introduce themselves. Ask them to tell you whether they or a family member have been affected by cervical cancer or other cancer caused by HPV. This can help you can customize your presentation to a group. If you have a smaller group, you can do an exercise like the following:

A Sample Introductory Exercise:

- Have people partner with someone that they do not know.
- Ask people to interview their partner and find out:
 - Their name
 - Occupation
 - Whether or not they, or a family member, has had cervical cancer or other HPV cancer
- Have each person, in turn, introduce their partner to the group.

Slide 3 – Overview (Booklet Cover)

Say: “Today, we will be talking about:

- What HPV is
- How HPV is spread
- HPV and how to stay healthy
- The HPV vaccine
- Personal stories about HPV will be shared by those who are comfortable in sharing.

“But, before we begin, we would like to find out more about what you already know about HPV and the HPV vaccine, so we will ask you to do this warm up activity.”

Hand out the Warm-Up Activity sheet. Read each question aloud in case someone has difficulty reading the questions. Give enough time for them to fill it out and return it to you. Collect all of the Warm-Up Activity sheets. People do not need to put their names on them.

Next, you will refer to the booklets. If the booklets were not handed out at the registration table, you will want to distribute them now. Make sure everyone has a copy.

Slide 4 – What is HPV? (Booklet Page 1)

Say: “Let’s talk about HPV. Please turn to page 1 in your booklets. Looking at page 1, can anyone tell me what causes HPV?” (If no one raises his or her hand, refer to the first sentence.) Your response might be: “Yes, very good. A germ called a virus causes HPV. The virus can infect both men and women and does not pick its victim based on gender.”

Say: “There are many types of HPV--over 150 types. Some types are known to cause other serious health problems.”

Slide 5 – What is HPV? (Booklet Page 1)

Say: “Most of the time when the HPV virus gets into your body, your body naturally kills it and there are no health problems that follow. However, if it does stay in your body, the virus damages your cells. If your cells are damaged from the virus, you can get cancer or genital warts.”

Slide 6 – HPV and Cancer (Booklet Page 1)

Say: “The biggest and most serious issue associated with HPV is cancer.”

Say: “As you can see, HPV can cause a lot of different types of cancer. HPV can cause specific cancers in women only, such as vaginal, vulvar, and cervical cancer. Cervical cancer is the most common HPV cancer in women. Arkansas has one of the highest rates of cervical cancer in the United States based on the number of cervical cancer cases we have in our state. There is only one type of cancer that men get that women cannot, that is penile cancer. However, the most common HPV cancer for men is mouth and throat cancer. Arkansas also has one of the highest rates of mouth and throat cancer in the U.S.”

Slide 7 – HPV and Genital Warts (Booklet Page 2)

Say: “HPV can also cause genital warts. As you can see from your booklet, the way the warts look can change. In some people, they appear as small or large, tall or flat, or cauliflower shaped bumps in the genital area.”

Say: “The good news is that genital warts can be treated by your doctor. If you suspect that you have genital warts, talk to your doctor or health care provider and discuss treatment options.”

Slide 8 – How is HPV Spread? (Booklet Page 3)

Ask: “Can anyone tell me if HPV can still be spread, even if the person who has it does not have any signs of having the virus?” If no one answers, consider prompting them to read page 3 in the booklet or begin sharing the sentence below. If someone answers, “Yes,” consider responding with “Correct, we will delve a little farther into that on this slide.”

Say: “HPV is spread through skin-to-skin contact, specifically intimate contact such as sexual intercourse. The virus itself goes from person-to-person through tiny breaks in the top layer of your skin.”

Say: “One of the unfortunate things about HPV is that it can be spread and the person who has it first may never know. HPV is a strong virus, and because it is strong it spreads very easily. Almost everyone at some point in their life will be infected by at least one type of the HPV virus.”

Say: “You do not get HPV from toilet seats, hugging or holding hands, swimming in pools or tubs, sharing food or eating utensils or poor hygiene”.

Slide 9 - How is HPV Spread? (Booklet Page 3)

Say: "Because people who have HPV may never have symptoms, people who they pass the HPV virus to may never know. But for the people that do get sick from the virus, it is often really late in the infection and sometimes people find out too late that they are sick from the virus."

Slide 10 - How is HPV Spread? (Booklet Page 3)

Say: "For some people, it's too late when they are diagnosed with a type of cancer. There is no way to know which people who get infected with HPV will get cancer, either."

Slide 11 - What can I do to protect myself? (Booklet Page 4)

Say: "Although HPV is a strong virus, there are a few ways to protect yourself from getting the most dangerous kinds."

Say: "First, you can use condoms. They do not protect you 100% from the virus, but they do reduce the chance of you getting the virus or a second type of the HPV virus if you have already been infected by one of them."

Say: "Second, you can talk to your doctor about regular screenings, specifically women! There is a type of test called a Pap smear or Pap test that your doctor can do to test if you have damaged cells in your cervix that could lead to cancer."

Say: "Third, you can get vaccinated if you are below a certain age. The vaccination will prevent infection from 9 of the most common and dangerous types of HPV viruses. We will discuss the ages for vaccination in just a few minutes."

Slide 12 – What can I do to protect my children? (Booklet Page 5)

Say: "The best way to prevent your children from getting HPV related cancers in the future is to have them vaccinated before they are ever exposed to the virus. The vaccine is recommended so early in a child's life because doctor's want to be proactive and prevent their exposure long before they are sexually active. Plus, pre-teens develop a stronger response to the vaccine than older teens."

Say: "While it may seem strange to you to vaccinate your children so young, doctors are not suggesting that your child may be having sex at the age of 11 or 12. They are trying to protect your child long before HPV infection becomes a problem! Ultimately, the HPV vaccine is the key to preventing your child from getting an HPV-related cancer when they are much older!"

Slide 13 – Let’s talk about the HPV vaccine! (Booklet Page 5)

Say: “Let’s talk about who should get the vaccine. Boys and girls who are 11 years old or older can start getting the HPV vaccine. They can start getting the vaccine as early as age 9. The vaccine works best when boys and girls are 9-12 years old. This is because their immune system, which is the part of the body that fights off the infection, will have a stronger response when they are younger. If you or your children did not get vaccinated between 9 and 12 years old, that is not a problem! It is still important to get vaccinated. Men and women up to 26 years old can get vaccinated as well. Adults ages 27 - 45 who had not adequately been vaccinated may make shared decisions with their health care provider about getting an HPV vaccine. Depending on a person’s age, they may get a different number of doses. We will talk about that next.”

Slide 14 – Let’s talk about the HPV vaccine! (Booklet Page 6)

Say: “So, let’s talk about how many doses of the vaccine are needed. The number of doses a person will need depends on their age. If the person getting their first dose of the HPV vaccine is less than 15 years old, they will need 2 doses—with the second dose given 6 to 12 months after the first dose. If the person receiving their first dose of the HPV vaccine has already had their 15th birthday, then they will need to get 3 doses of the vaccine. They will get the second dose 1 to 2 months after the first, and the third dose 6 months after the first dose.”

Say: “There are also times when boys and girls under the age of 15 years old need to get 3 doses of the vaccine. Your doctor will tell you when that is the case. Also, each one of the doses will be given as a shot in the upper arm.”

Slide 15 – Let’s talk about the HPV Vaccine! (Booklet Page 7)

Say: “There are certain times when someone should not get the vaccine. People who have had a severe allergic reaction to a previous dose of the HPV vaccine or a life-threatening allergy to any ingredient in the vaccine should not get the vaccine. You can always ask your doctor or pharmacist about ingredients in the vaccine if you are concerned about a possible allergic reaction.”

Say: “The vaccine is safe if you have not had an allergic reaction to the vaccine or an ingredient in the vaccine. The Centers for Disease Control and Prevention, which is also called the CDC, and the United States Food and Drug Administration (or FDA) carefully looked at the vaccine before it was allowed to be used.”

Slide 16 – Let’s talk about the HPV vaccine! (Booklet Page 7)

Say: “Many people are concerned about side effects that vaccines can cause. The most common and normal side effects of the HPV vaccine are pain, redness or swelling in the part of the arm where the dose was given, as well as fever, headache or feeling tired.”

Say: “Fainting is also a common side effect in teenagers and some adults after getting a shot—not just the HPV vaccine. In other words, the fainting occurs as a result of getting the shot, and it’s not due to anything in the vaccine. For that reason, your doctor, nurse¹¹ or pharmacist may have you sit down for 15 minutes after getting a dose of the vaccine.”

Slide 17 – Let’s talk about the HPV vaccine (Booklet Page 8)

Say: “The vaccine is safe and effective, and the best way to prevent you or a loved one from getting an HPV cancer. You can get the HPV vaccine at certain doctor’s offices, pharmacies and the Arkansas Department of Health’s local health units throughout the state. Be sure to call ahead to make sure they have the vaccine on hand and verify what type of payment may be needed, if any.

Slide 18 – Why is this important in Arkansas? (Booklet Page 1)

Say: “You may wonder why this is especially important in Arkansas. Currently, we have the most cases of cervical cancer based on the number of people that live in our state compared to other states. We are also ranked very poorly in regard to how many of our boys and girls between 13 and 17 years old have received the correct number of HPV vaccine doses. Adherence to the vaccine dosage administration is essential to improving the state’s statistics. Especially, as we could be preventing thousands of future cases of cancer in our state.”

Slide 19 – Let’s Talk (Booklet Page 10)

Ask: “Have you discussed the HPV vaccine with your doctor? What do your family and friends say about the HPV vaccine? What do you say about the HPV vaccine?”

Begin discussion about the HPV vaccine here. See the addendum for additional information about possible issues that might be brought up and additional resources of answers.

Ask participants to turn to the story page of the booklet and to read the stories (Page 9). Once you can tell that they have finished, ask: “Is anyone willing to share a story about the HPV vaccine or an HPV-related health problem?” If you have one that you are willing to share, this would be a good time to do so.

Slide 20 – Thank you!

Say: “We would like to thank Immunize Arkansas and the Arkansas Department of Health for making this workshop possible.”

Say: “Before you go, we would like to have you fill out this final ‘What Did I Learn?’ sheet. (Pass it out now.) The questions are the same as the Warm-Up Activity, but we’d like you to complete them anyway so we can find out what you learned today.”

Read each question aloud, in case someone has difficulty reading the questions. Give enough time for them to fill it out and return it to you. Collect all of the Warm-Up Activity sheets at this time. People don’t need to put their names on them. As you collect the ‘What Did I Learn?’ sheets, thank each person for coming.

4. After the Workshop

Once you have collected the “Warm-Up Activity” and “What Did I Learn?” sheets and all of the participants have left, please fill out the Leader Summary form, which is available on the website. Please return the “Warm-Up Activity” and “What Did I Learn?” sheets, and Leader Summary form, unused workshop booklets and any photo release forms and copies of photos you wish to share to:

Executive Director
Arkansas Immunization Action Coalition
417 S. Victory Street
Little Rock, AR 72201-2923

Email: heather@immunizear.org

5. Addendum

You may wish to make copies of one of the Questions and Answers supplements or HPV Stories available on the websites to share with your workshop participants. There is a list of foreseeable topics that may need to be addressed while participants are voicing their questions and fears on the Immunize Arkansas website. Some of these have been illustrated in other workshops and some are adapted from the CDC (Centers for Disease Control and Prevention).

If you are ever asked a question that you do not feel comfortable answering, refer the person asking to his/her health care provider. Do not give medical advice during the workshop.