

# CHECKLIST

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## Sexual Health and Peer Education

### About this Checklist

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This self-assessment checklist is for workers and services that want to start a new Sexual Health and Peer Education (SHAPE) Program or strengthen a current sexual health program. It will also help you incorporate sexual health topics into an ongoing peer education program.

You can complete the SHAPE Checklist on behalf of your service or use it in team discussions and planning. We recommend that you involve young people in the planning process.

Please use the SHAPE Checklist alongside the [Play Safe Pro Organisational Checklist](#). The Organisational Checklist helps you plan general sexual health activities as part of your work, whereas the SHAPE Checklist focuses on peer education.

For more information on SHAPE and the benefits of peer education please refer to the SHAPE Fact Sheet.

### Using the SHAPE Checklist

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Work through each category, answering 'yes', 'no' or 'partly'. Use the comment boxes to describe your current practices and plan what can be done in your setting. Refer to the [SHAPE Guidelines](#) for more information on each section and for things to consider for best practice.

If you have answered 'yes' to all categories in the [SHAPE Checklist](#), your service is ready to implement its program. Responding 'no' does not mean you cannot run a peer education program but rather highlights things to consider. If you have answered 'no' to some categories, you can discuss and address these within your service at any time while planning, developing or implementing your SHAPE program. Review the SHAPE Guidelines for more information and help.

You can save the SHAPE Checklist electronically, making it easy to share and collate the information. Using the SHAPE Checklist at the beginning, middle and end of your SHAPE program can capture improvements over time.

### Help with the SHAPE Checklist

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Contact your local HIV and Related Programs (HARP) Unit Health Promotion Team for assistance using the SHAPE Checklist. Alternatively, contact the [NSW STI Programs Unit](#) to find your local sexual health contacts.

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SHAPE Checklist	Yes	Partly	No	Comment
<b>1 Organisational considerations</b>				
1.1 Does your organisation have policies in place that support sexual health work with young people?				
1.2 Does your management support the SHAPE Program?				
1.3 Do you have an existing peer education program that could adopt or incorporate the SHAPE Program?				
1.4 Does your organisation have someone to plan and coordinate the SHAPE Program? Is this a volunteer or paid position?				
1.5 Have you identified funding sources and resources to maintain the SHAPE Program?				
<b>2 Planning</b>				
2.1 Have you defined the goal and objectives of the SHAPE Program?				
2.2 Do you have access to condoms and other SHAPE resources to support the SHAPE Program?				
2.3 Have you engaged young people in the planning process?				
2.4 Have you identified organisations or people who can support the SHAPE Program (e.g. HARP units, sexual health workers, local councils)?				
2.5 Have you identified the young people you want the SHAPE Program to reach? (Consider priority populations in the <a href="#">NSW STI</a> and <a href="#">HIV Strategies</a> .)				
2.6 Have you considered the risks and completed a risk analysis?				
<b>3 Recruitment and retention</b>				
3.1 Do you have a position description with a clear set of roles and responsibilities?				
3.2 Have you established a reward or incentive system (e.g. <a href="#">SACS Award</a> or travel reimbursements)?				
3.3 Have you established a recruitment strategy that is transparent and youth-friendly, including selection criteria, method, promotion and recruitment channels?				
3.4 Have you considered ways to recruit a diversity of peers (e.g. Aboriginal and Torres Strait Islander, culturally and linguistically diverse (CALD) and gender and sexually diverse young people)?				
3.5 Have you established a culturally safe and appropriate, transparent and youth-friendly selection process (e.g. interview)?				

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<b>3 Recruitment and retention</b>				
3.6 Do you have an induction and orientation procedure for recruited peer educators?				
3.7 Do you have processes in place for supporting and supervising peer educators, including performance management?				
3.8 Have you considered providing opportunities for career development within your SHAPE Program?				
<b>4 Training and ongoing support</b>				
4.1 Have you identified appropriate external and internal services and staff to deliver SHAPE training?				
4.2 Do you have the SHAPE Training Manual to train peer educators in key sexual health messages?				
4.3 Can you provide or arrange training in outreach methods, engagement skills and working with gender and sexual diversity and cultural diversity?				
4.4 Can you provide or arrange refresher or mid-season training?				
4.5 Are there processes in place for peer supervision and mentoring on the job?				
<b>5 Monitoring and evaluation</b>				
5.1 Does your organisation have the capacity to monitor and evaluate the SHAPE Program?				
5.2 Have you defined the indicators to meet the SHAPE Program's objectives (e.g. number of shifts, number of young people reached, number of safe sex packs distributed)?				
5.3 Do you have access to monitoring and evaluation tools (e.g. shift reports)?				
5.4 Can you do baseline assessments or pre and post surveys (e.g. of peer knowledge, confidence and practice changes)?				