

**Tool 6.1a: PROGRAM FIDELITY CHECKLIST - Fit for Function Sample**

**Section in Planner:**

**Section in Planner: Phase 2, Step 6 (6.1a – design); PHASE 3, Step 8 – activate)**

**Why is this important?**

Exercise program developers encourage maintaining program ‘fidelity’, i.e. monitoring whether the exercise regimen is being consistently delivered as designed to achieve optimal outcomes and ensure safety of the participants. Many programs include a fidelity checklist for program managers to review with their fitness instructors. Monitoring client screening processes, equipment maintenance and emergency procedures, management of the class structure and activities, including interaction with participants and their caregivers, will help keep your program on track. It is also important to check in with your instructors to ensure they have the necessary training and feel comfortable supporting participants who may have special needs.

**How to use this tool:**

This sample is an observation worksheet used by the developers of the Fit for Function exercise program\*. You may want to tailor the tool to reflect your own setting and program choice. Consider who is in best position to monitor a class, e.g. your program manager or health partner, and how you will manage any concerns that need attention and support. Adapt this sample to create a checklist which suits your own setting and circumstances, as needed.

**User Comments:**

*“I really appreciate the discussion on program fidelity - that is something that I will incorporate into practice right away.”* (Program Coordinator)

\*Fit for Function was developed by McMaster University (Dr. Julie Richardson and Dr. Ada Tang), Hamilton Health Sciences, and YMCA Hamilton, Burlington, Brantford.

Contact information: <https://www.hamiltonhealthsciences.ca/share/fitforfunction/>

YMCA of Hamilton | Burlington | Brantford. Fit for Function - Livewell. 2020 [cited 2020 Apr 10].

Available from: https://www.ymcahbb.ca/Programs/LiveWell/Fit-For-Function-LiveWe

**Phase 3, Step 8: Fidelity Checklist – Fit for Function Program Sample**



