

**Nursing 86L  
In-service Presentation Instructions**

Description: During your preceptorship, you are responsible for creating and delivering an in-service presentation to the staff of the unit to which you are assigned. You may choose any topic pertinent to patient care applicable to your unit. The length of the in-service should be 5 to 15 minutes; you must use a large (fold-out) poster to illustrate your topic and provide a 1 page handout for all staff attending the presentation. Sample handouts and posterboards will be available to view at clinical orientation.

Ideas for topics can come from many sources: new information/current trends (QSEN, EBP), unusual disorders, medication information, review of topics the nurses already know, suggestions from your preceptor (or the manager), and others. Start thinking about your topic early; ask the staff what they would like to see you present.

Timing of the in-service will vary according to unit preference; after report or during break times are popular choices. Ways to improve success/attendance:

- Announce your upcoming presentation: post a flyer the week before.
- Choose an interesting topic.
- Put together a creative and visually appealing handout.
- Bring food!

Think about it: would you be more likely to attend a boring sounding inservice, or one that reviews “physiologic benefits of dark chocolate” complete with samples?!!! Have fun with this assignment.

The pamphlet from your in-service must be turned into your clinical instructor by the date indicated on the course calendar. *Please bring your poster and handout to class and be prepared to give a BRIEF account (not the full inservice).*

**Grading Scale/Score Sheet for Inservice – Please Hand in with your assignment  
(100 points total)**

Topic and content ✚ Appropriate and useful	25	
Use of / citation of Resources (use: 8, citation: 7)	15	
Poster Display ✚ Use of color and contrast to highlight content. ✚ Use of graphics ✚ Major categories	20	
Pamphlet ✚ Appropriate use of color ✚ Pleasing to the eye/readable ✚ No harsh contrast ✚ Content appropriate for space (not too “busy”) ✚ No “show through” of text onto other side	20	
Format of pamphlet: bifold or trifold	20	