

## **Guidelines for In-service Presentation Format**

- In-service presentations are determined by the preceptor based upon needs at the practice site. In-services may include presentations on a disease state, drug or drug class, procedure, or other pertinent topic.
- Presentation should be 15-20 minutes (discussion that follows may be longer). This time may be adjusted by the preceptor depending on the needs of the audience or practice site.
- The preceptor will provide specific details on use of handouts for in-service presentations. In general, the handout provided to audience should be no more than 3-5 pages and should include references for information/literature presented. Copy on front and back whenever possible.
- It is very important that the student pharmacist discuss the in-service topic with the preceptor in order to fully understand what information is needed, the audience, handout requirements, slide requirements and other presentation related information.
- Student pharmacists are expected to provide copies of the in-service evaluation form to the preceptor and other individuals that will be evaluating the in-service.