



Operating Room Nurses of Alberta Association (ORNAA)

Appendix F: Presentation Checklist and Certificate

ORNAA Formal Presentation Checklist:

STRUCTURE	CONTENT	MET
Introduction	<ul style="list-style-type: none"> • Purpose clearly stated. • Outline or summary of presentation given. 	
Body	<ul style="list-style-type: none"> • Content is relevant to the topic and supports the main theme. • Ideas are presented clearly, meaningful, and structured correctly. • Topic is presented in a logical and organized manner. • Member is interactive with the audience i.e. eye contact/open body language, introduces games, encourages participation. • Resources and research are acknowledged. 	
Conclusion	<ul style="list-style-type: none"> • Topic is summarized. • The member identifies what they learned from the topic or from giving the presentation, and/or what they wanted the audience to have learned. 	
Audio-Visual Aides	<ul style="list-style-type: none"> • Optional. • Those used are appropriate and relevant to the topic. • Preparation time is evident i.e. correct spelling; AV content is clear, concise, and readable from entire room. • Distracters are avoided i.e. chewing gum, playing with pen/pointer, and talking to the AV aide and not the audience. 	
Time	<ul style="list-style-type: none"> • Presentation is to be a minimum of 20 minutes. 	

Note: CNA credits 2 hours of preparation time for each 1-hour of presentation.

Note: If the Educator is unavailable a Designate (Unit Manager/Clinician) can verify presentation completion.

Date of Presentation:	
Educator/Designate Name:	
Educator/Designate Name:	
Site & Department:	
Comments:	



**Operating Room Nurses of Alberta
Association (ORNA)**



ORNA



ORNA

PRESENTATION

Certificate of Completion

This is to Verify that

NAME OF PRESENTER

Gave a formal presentation on

TITLE OF TOPIC

at

SITE (Location)

on

DATE

Educator/Designate and Position (Signature & Print)