

# Nursing In-Service Map



PE= Practice Educator  
 PK= pharmacokinetics  
 pt= patient  
 NPO=nothing by mouth

## Preparation Steps

**Clarify the topics**  
 Discuss in detail with PE the exact topic for in-service.

**Confirm Expectations**  
 Confirm the format (handout vs powerpoint)  
 Confirm date of presentation  
 Confirm due dates for drafts, edits, etc.

**Establish Partnerships**  
 If in-service will be presented with a learner colleague, establish division of labour, timelines to meet up, etc.

**Consider Reconnaissance**  
 Speak with nurses on the ward to ask them what they would like to see in the in-service. What questions do they need answered to help them in their practice?

**Be Thorough**  
 Your research must be complete and in depth. Even if the final product is simplified, your understanding of the topic must be excellent to address questions as they arise.

## Qualities of a good in-service

**Focused on nursing needs-** Nurses do not want the same information as a pharmacist or MD audience.

- Nurses are concerned with: drug names (generic and trade names); general mechanism; administration aspects (special routes, infusion rates); essential PK information (onset, duration of effect); side effects – especially, what to monitor for at bedside; when to call the doctor for a side effect vs leave a note; is the drug formulary or will it be provided by the patient?; when it is ordered, is it ever stat or urgent?; do you hold it before surgery or if a pt is NPO?; does it come in different dosage forms?; how often will they see the medication?; if it is a prn medication, when should they give it? How often?
- Nurses are not usually as interested in aspects that don't impact their workflow, such as contraindications (they aren't the prescriber), drugs that aren't available in Canada yet, Pharmacare Special Authority, etc.

**Format**  
 Ensure your visuals are conducive to learning and visually appealing. Handouts should be easy to read, well formatted, not contain unclear or unusual abbreviations, not be overly complicated, photocopy well, etc.  
 Include references!

## Tips and Tricks

**Confidence**  
 You need to project that you understand the topic and you are a trusted source of information. Do not emphasize you are a student.

**Efficiency**  
 The information must be communicated succinctly and clearly. Nurses need to get back to their patients, so use the time effectively. That said, don't appear rushed.

**Verbal & Nonverbal Communication**  
 Speak clearly, loudly, with appropriate body language. Use correct terminology. Nurses neither are lay persons nor are they pharmacists.

**Handouts**  
 Refer to your handouts but do not read the handout to the audience

**Questions**  
 Ask your audience for questions throughout and at the end  
 Be prepared for questions!