

IHQI Symposium Presentation Checklist

1. Please use this checklist to guide the development of your symposium presentation. The checklist is a tool to help you create and refine your presentation. Your presentation will not be evaluated at the symposium using this tool. Presentation Resources are on page 2 of this document.
2. Please have your faculty mentor and others you practice giving your presentation to provide you feedback on the elements below.
3. The IHQI Symposium Planning Committee members are happy to provide feedback as well (Sep 3-9). This is optional.

| Element | Comments/Suggestions |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Presentation is engaging & stimulating | |
| Presentation includes examples of things that <u>did not</u> work during the course of your project. These demonstrate the PDSA/trial & learn nature of QI. | |
| The project is presented as a narrative/story | |
| Presentation delivery is clear | |
| Presentation explains the value of the work to patients, families & clinicians | |
| Presentation is no more than 7 minutes | |
| Presentation states the project aim | |
| Presentation explains the problem and the need for improvement in <u>lay terms</u> . Symposium audience includes non-clinicians. | |
| Presentation includes easy-to-read annotated run or control charts | |
| Presentation addresses sustainment | |
| Presentation address spread (only if appropriate) | |

| Element | Comments/Suggestions |
|---------------------------------------------------------------------------------------------------------------|----------------------|
| Slides include many images, graphics and photographs and minimal words | |
| Images, graphics and photographs are clear and appealing to the eye | |
| Project contributors are acknowledged on a slide but are not part of the oral presentation due to time limit. | |
| Slides do not include PHI. | |