



OPERATING ROOM NURSES ASSOCIATION OF CANADA

RULES & REGULATIONS MANUAL

Title	Perioperative Program Review and Approval Process: Letter of Intent
Number	
Source	Executive & Board; Perioperative Education Committee
Date Revised	
Date Effective	February 2021

PURPOSE

The Letter of Intent is to express the desire of a perioperative program to undergo the ORNAC Perioperative Program Review and Approval.

The Letter of Intent shall:

- be submitted to the ORNAC Education Director as soon as the organization wishes to apply for approval or 3 months prior to the expiry of current approval
- submission is completed by email
- not exceed one-page length (12 font with 2 cm margins)
- contain the following information
 - Program Name
 - Current Approval status (if applicable)
 - Organization Name and Department
 - Organization Address
 - Contact Person and Title
 - Contact email address & phone number

Once the Letter of Intent has been received ORNAC will reach out to arrange payment and provide the necessary documents to guide your submission.