

# **Canadian Institute of Public Health Inspectors Board of Certification**



## **Practicum Guideline for Training Agency and Trainees**

Revised: June 2022

# **Practicum Guideline For Training Agency and Trainees**

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## PURPOSE OF THE GUIDELINE

The purpose of this guideline is to encourage a consistent approach to the delivery of practicum regardless of where it is offered in Canada.

The BOC is committed to ensuring that candidates entering the field of environmental public health are professionally competent, able to demonstrate ethical and professional behaviors in a practical setting and conduct themselves at all times in a manner worthy of their profession.

The practicum process is critical to producing candidates that will meet this objective. It needs to be emphasized that this is a national certification process and therefore the same competencies must be demonstrated regardless of where practicum training is obtained in Canada.

In order to be eligible to sit the Examination to obtain the Certificate in Public Health Inspection (Canada) CPHI(C), every candidate must satisfactorily complete a practicum that includes **a minimum period of twelve (12) calendar week and 420 hours** of supervised work in a Health Unit/Agency or other accepted equivalent setting to complete the basic inspection programs.

While it is recognized that the mandate and priorities of health agencies and other training agencies will vary from province to province, the outcome of training is to meet the objectives of the BOC practicum.

It should be noted that an agency might be offering training as part of a contractual or other arrangement with a training institution to participate in practicum course delivery. This guide is not intended to provide direction on the delivery of practicum courses covered by these arrangements.

## OBJECTIVES OF THE PRACTICUM

The objective of a practicum is to provide the candidate with a grasp of the practical application of their academic program by providing the candidate with opportunities to develop basic investigative skills and abilities required to become a Public Health Inspector/Environmental Health Officer.

In addition, it may provide an opportunity for candidates to obtain course credits other than those required for completion of academic training at an institution accredited by the BOC.

## ROLES AND RESPONSIBILITIES OF THE TRAINING AGENCY

### COORDINATION

The objective of this section is to ensure the person who is charged with the establishment and ongoing delivery of a practicum program in an agency has the authority to do so. This person enables the practicum program to exist within the agency's mandate. This is the 'high level' coordination. It has been noted that this person may not be a CPHI(C) in some agencies.

The coordinator is responsible for the establishment of a practicum program within the training agency that includes the following components:

- ❑ Compliance with the *BOC Policy 3* (Appendix A).
- ❑ Provide opportunities for the candidate to become exposed to the various program areas outlined in the *Candidate Practicum Evaluation (Mid-Term & Final) Updated March 2021* (Appendix B). It is realized that not all agencies will be able to provide experience in all of the fields listed. However, to the extent that each item is available, it is expected that the student will receive adequate practical training in regular daily work. [C I P H I BOC Instructional Objectives, 2018](#) are provided as an outline of the learning objectives covered by the BOC-accredited programs and provide greater detail of the program areas covered in the training schedule.
- ❑ On-going commitment from the agency over the course of the training period.
- ❑ Assignment of a Public Health Inspector/Environmental Health Officer with the CPHI(C) credential to be a mentor for the candidate.
- ❑ Assignment of additional staff and agency resources necessary to support the candidate in meeting training objectives.
- ❑ Ensuring standards of conduct for employees of the agency including professional code of ethics as presented in the *Canadian Institute of Public Health Inspectors* [Code of Ethics](#).
- ❑ A Letter of Introduction for the candidate that confirms their role with the health agency.
- ❑ An established procedure to evaluate the performance of the candidate on an ongoing basis throughout the practicum and at the conclusion of the practicum. *Candidate Practicum Evaluation (Mid-term & Final)*, Form C is provided in Appendix B.
- ❑ Suggestions for improving this guideline may be provided by completing the BOC Practicum Guideline - Feedback Form in Appendix C.
- ❑ An opportunity to allow the candidate to evaluate the training agency is provided in Appendix D - Trainee Evaluation of the Training Agency.

## MENTORING

After the coordinator has established the practicum program and the agency is committed to accepting practicum students, the mentor conducts the day-to-day mentoring of the candidate, including orientation, training and evaluation. Mentoring is a “hands on” responsibility.

Mentoring of the candidate is best undertaken by an experienced CPHI(C) employed by the training agency. The mentor is responsible for monitoring the activities of the candidate and providing opportunities that enable a candidate to become familiarized with the day to day work of a Public Health Inspector/Environmental Health Officer and with those intangibles which form an essential part of inspection procedure.

A mentor should be able to perform the following tasks effectively:

### 1. Planning

These are the activities that the mentor should undertake before the candidate is on site to ensure the agency is prepared and resources are in place.

- ❑ Review BOC practicum requirements including, training schedule, instructional objectives, guidelines, and forms provided in appendices.
- ❑ Review training documentation and requirements if provided by the candidate's learning institution.
- ❑ Develop a tentative training schedule (use of a 12-week calendar is beneficial) based on the areas outlined in the *Candidate Practicum Evaluation (Mid-term & Final)*, Form C (Appendix B), which will provide the candidate with a wide range of experience appropriate to the BOC practicum objectives.
- ❑ Confirm the cooperation of other agency personnel to ensure the candidate receives the necessary mentoring and program experience to meet the objectives of the practicum.
- ❑ Provide appropriate identification, work space and other appropriate supplies for the candidate to be used while working within the jurisdiction of the training agency.
- ❑ Organize the introductions and materials needed for the candidate's orientation session.

### 2. Orientation

These are the activities that should occur during the first week of the practicum to assist the candidate in understanding their role in the agency during the course of the practicum.

- ❑ Introduce the candidate to the organizational layout, functions, personnel, relevant policies and standards of conduct, confidentiality and other administrative information.
- ❑ Provide an overview of the health region functions and organizational chart.
- ❑ Review environmental public health program mandate and regional priorities including relevant regulations and regional policies.
- ❑ Provide clear direction on reporting relationships within the agency and how the candidate will be supervised and evaluated.

- ❑ Obtain feedback from the candidate as to what their needs and objectives are for this practicum.
- ❑ Review the training schedule with candidate and revise where necessary to make sure objectives of both parties are met.

### 3. Training

These are the ongoing responsibilities and tasks of the mentor during the course of the practicum.

- ❑ Assign tasks based on established schedules, keeping in mind that response to unforeseen demands or conditions is a reality and can provide valuable experience.
- ❑ Assign the candidate the task and provide appropriate advice regarding procedure and desired outcomes.
- ❑ Provide regular contact with the candidate (initial daily meetings are recommended).
- ❑ Assess the candidate during the performance of their assignment to determine the level of independence they are able to work at.
- ❑ Give clear, constructive feedback following assessment.
- ❑ Allow the candidate some responsibility to build confidence and experience.
- ❑ Continue to increase the level of independence, keeping in mind that a candidate must always be under some degree of supervision by a practicing CPHI(C).
- ❑ Identify opportunities for the candidate to participate in field trips, public meetings, court prosecutions, etc. and support inspections that will enhance technical expertise and experience.
- ❑ Provide candidate with opportunities to perform the inspections required to meet the criteria for an acceptable field inspection report.

### 4. Evaluation

This section outlines the ongoing responsibility of the mentor, to ensure the candidate has adequate constructive feedback and performance reviews throughout the course of the practicum, in addition to the final evaluation required by the BOC. The objective of the evaluation is to provide the following:  
 Provide the candidate with an opportunity to improve performance through feedback and coaching.  
 Provide an evaluation of performance that is submitted to the BOC, which is accurate and fair.

- ❑ Review work performance on a regular basis throughout the training period to ensure objectives are being met (including hours and comfort level with each section in the training schedule).
- ❑ Provide suggestions in a timely and appropriate manner, to address areas in which the candidate needs improvement (for example during or after an inspection).
- ❑ Motivate and encourage the candidate by providing praise and feedback on jobs well done.

- ❑ Review written reports for accuracy, appropriateness, confidentiality and to verify that reports were based on the inspections completed by the candidate. The end result should reflect the candidate's report writing abilities and not that of the mentor.
- ❑ Process and sign off the BOC documentation package as provided by the candidate and return to the candidate within the required timeframe.
- ❑ Arrange to provide the candidate with an opportunity to participate in a mock oral examination ([Link](#) to sample questions).
- ❑ Schedule a performance review of the candidate at the conclusion of the 12-week practicum in collaboration with the Coordinator. *Candidate Practicum Evaluation (Mid-term & Final)*, Form C is provided in Appendix B.
- ❑ Feedback may be provided to the BOC on the practicum guideline (Appendix C).

## ROLES AND RESPONSIBILITIES OF THE CANDIDATE

The objective of this section is to make it clear to candidates that they have a role in ensuring that the practicum is successful. It provides a formal mechanism for the candidate to:

- Address issues or concerns that arise from the conditions or procedures associated with their practicum.
  - Ensure their practicum is in keeping with the training schedule.
  - Resolve issues that ultimately could affect the outcome of their application for certification.
- 
- ❑ Provide feedback to mentor as to what your objectives are for this practicum.
  - ❑ Review and plan the training schedule with mentor, based on the areas outlined in the *Candidate Practicum Evaluation (Mid-term & Final)*, Form C in Appendix B.
  - ❑ Understand and follow the training agencies instructions, protocols and policies.
  - ❑ Ask for clarification and feedback promptly when required.
  - ❑ Participate in the evaluation process by accepting constructive feedback and discussing progress related to practicum objectives using *Candidate Practicum Evaluation (Mid-term & Final)*, Form C in Appendix B.
  - ❑ Demonstrate an appropriate standard of conduct as an employee of the agency including the professional code of ethics as presented in the *Canadian Institute of Public Health Inspectors [Code of Ethics](#)*.
  - ❑ Provide the necessary BOC documentation package to mentor for processing and sign off.
  - ❑ Feedback or suggestions may be provided to the BOC for improving the practicum guideline. The BOC Practicum Guideline Feedback Form is provided in Appendix C.
  - ❑ Feedback may be provided to the Training Agency at the end of the practicum. The Trainee Evaluation of the Training Agency questionnaire is provided in Appendix D.



## Appendix A

**Document Number: BOC Policy 3**

**Title: Practicum Requirements for Candidates of CPHI(C)**

**Approving Body:** Board of Certification of the Canadian Institute of Public Health Inspectors

**Effective Date:** 01-FEB-2020

**Last Revised Date:** 10-NOV-2021

### 3.1 Purpose

The purpose of this policy is to set the minimum requirements for practicums that will satisfy the requirements of the Board of Certification of the Canadian Institute of Public Health Inspectors.

### 3.2 Scope

The policy applies to candidates for CPHI(C) and practicum training agencies.

### 3.3 Definitions

**BOC** means the Board of Certification of the Canadian Institute of Public Health Inspectors.

**BOC-accredited programs** mean those environmental public health programs recognized by the BOC of CIPHI as granting degrees that are acceptable to the BOC, subject to *BOC Regulations* 14(1)(a).

**Candidate** means a current student or graduate of a BOC-accredited program who intends to pursue a CPHI(C), or a person who is eligible under BOC Policy 7 or 8.

**CPHI(C)** means the Certificate in Public Health Inspection (Canada).

**CIPHI Office** means the administrative service company contracted by CIPHI's National Executive Council.

**EPH** means environmental public health.

**Learning Module Goals** mean those outlined in the *CIPHI Board of Certification Instructional Objectives, 2018* found in Appendix A.

**Practicum** means a minimum period of 12 calendar weeks where a minimum of 420 hours of supervised work directly related to the topic areas of the practicum evaluation.

**Practicum Coordinator** means a person who may or may not be a regular CIPHI member, who establishes the delivery of a practicum program in an agency that has the mandate to do so.

**Practicum Mentor** means a regular member of CIPHI who provides the planning, orientation, training, and evaluation of the candidate and may be referred to as the

practicum supervisor.

**Practicum Training Agency** means an employer, department or other regulatory or non-regulatory governmental organization which has a mandate to operate within the scope of the environmental public health profession, and includes the Canadian Armed Forces.

**Practicum Report** means a report on an inspection or investigation within the scope of the EPH profession, which is conducted independently by the candidate, under the direct observation of a Practicum Coordinator or a Practicum Mentor.

### 3.4 Practicum Requirements

- (a) The practicum may commence during or following the successful completion of a BOC-accredited program, or when eligible under BOC Policy 7 or 8.
- (b) Every candidate shall complete a practicum at a practicum training agency.
- (c) To be eligible to take the BOC exam, candidates must have successfully completed a practicum at least 50 days before and no more than 5 years prior to the oral exam date to which the candidate is applying.
- (d) Candidates who have not successfully completed a practicum within 5 years of the oral exam date are not eligible to apply for the BOC examination.
- (e) The candidate shall complete their 420 hours when directed to do so by the practicum training agency.
- (f) The 420 hours shall be directly related to the Learning Module Goals.
- (g) The practicum coordinator(s) shall arrange the training hours to be as close as practicable to include
  - i. 160 hours of food safety
  - ii. 60 hours of fixed premises inspection (non-food)
  - iii. 60 hours of communicable disease control
  - iv. 60 hours of water quality
  - v. 60 hours of non-communicable disease control
- (h) The candidate shall seek experience in as many topic areas of EPH as possible during their practicum. A candidate is free to seek practicum experiences from multiple agencies.
- (i) The practicum coordinator shall perform all of the tasks as outlined in the latest version of the *CIPHI BOC Practicum Guideline for Training Agency & Trainee found in Appendix F*.
- (j) The practicum mentor shall perform all of the tasks as outlined in the latest version of the *CIPHI BOC Practicum Guideline for Training Agency & Trainee*.

- (k) The *Candidate Practicum Evaluation (Mid-term & Final)* shall be submitted by the candidate to the CIPHI Office no later than 50 days prior to the exam.
- (l) The BOC may refuse to recognize a practicum that does not meet all the requirements of this policy.
- (m) The decision to refuse examination to a candidate shall be made by majority vote of the BOC members.

### **3.5 Practicum Training Agency**

- (a) The practicum training agency shall assign a practicum coordinator to the candidate.
- (b) The practicum training agency shall provide one or more practicum mentors to the candidate.
- (c) The practicum training agency shall provide experience in all learning module goals within its mandate that are occurring during the practicum period.
- (d) Where a practicum period includes multiple agencies, a practicum coordinator and mentor shall be provided by each agency.
- (e) The practicum training agency shall provide a completed Candidate Practicum Evaluation (Mid-term & Final) found in Appendix E to the candidate at approximately the 6-week point of the practicum, and at the conclusion of the practicum, no later than 50 days prior to the BOC exam.

### **3.6 Practicum in Canadian Armed Forces**

- (a) In order to be recognized by the BOC, the practicum for Canadian Armed Forces candidates shall be taken:
  - i. after the candidate has completed the Canadian Armed Forces Preventive Medicine 00371-01 Course (or equivalent),
  - ii. after the candidate has achieved Canadian Armed Forces Trade Qualification 6A and approval of the National Defence Head Quarters,
  - iii. under the supervision of a holder of the CPHI(C) who has supervisory responsibilities, and
  - iv. after the candidate has been employed for a period of not less than five (5) years as a preventative medicine technician.

### **3.7 Documentation**

- (a) Every candidate shall provide the following signed forms, accurately completed, to the CIPHI office:
  - i. Examination Application Form A
  - ii. Method of Payment Form B

- iii. Candidate Practicum Evaluation (Mid-term & Final) Form C found in Appendix E
  - iv. Certificate of Practicum Form D
  - v. Documentation of Practicum Report Form E
- (b) Where the candidate completes their required practicum with more than one agency, separate Forms C & D as required by section 3.6(a) shall be submitted for the period of time spent in each agency.
  - (c) All forms and the practicum reports must be received by the CIPHI office at least fifty (50) days before the oral examination date.
  - (d) Candidates shall submit the official school transcript to the CIPHI office no later than 21 calendar days prior to the oral examination date.
  - (e) Candidates who submit inaccurate, incomplete, or ineligible practicum documentation may be refused examination and are subject to an administrative fee in accordance with BOC policy 6.

### 3.8 Practicum Reports

- (a) Every candidate shall submit to the CIPHI office two (2) practicum reports.
- (b) The practicum reports shall be:
  - i. Certified by the individual supervising the candidate during the inspection or investigation as representing work performed by the candidate in accordance with this policy.
  - ii. Reviewed by the individual supervising the candidate during the inspection or investigation for accuracy, appropriateness, confidentiality and to verify that the reports were based on work completed independently by the candidate.
  - iii. Prepared and submitted in accordance with the latest version of the CIPHI BOC Practicum Guideline for Training Agency & Trainees.

### 3.9 Reference & Related Documents

*The Board of Certification Regulation*  
 Appendix A: *CIPHI Board of Certification Instructional Objectives, 2018*  
 Appendix E: *Candidate Practicum Evaluation (Mid-term & Final) Form C*  
 Appendix F: *Practicum Guideline for Training Agency & Trainees*

### 3.10 Version History

Date	Version
February 1, 2020	<b>1.0</b>
June 18, 2020	<b>1.1 Minor Revisions</b> <ul style="list-style-type: none"> <li>Updated document numbering to align with the other BOC policies.</li> <li>Added to definition of candidate: eligibility under Policy 7 or 8.</li> </ul>

	<ul style="list-style-type: none"> <li>Removed 12 month requirement from Sec 3.4(a) and added eligibility from Policy 7 and 8.</li> <li>Amended section 3.4(j) and 3.5(e), by replacing the requirement to send in the evaluation within seven (7) calendar days at the conclusion of the practicum to 21 days before the exam.</li> </ul>
February 18, 2021	<b>1.1 Minor Revisions</b> <ul style="list-style-type: none"> <li>Updated document submission date to 50 calendar days prior to the oral examination date.</li> <li>Updated official school transcript submission date to 21 calendar days prior to the oral examination date.</li> </ul>
April 1, 2021	<b>1.2 Minor Revisions</b> <ul style="list-style-type: none"> <li>Revised definitions</li> <li>Corrected 3.4 (j) to 50 days</li> <li>Updated CAF Prevention Medicine Course to 00371-01</li> </ul>
November 10, 2021	<b>1.3 Minor Revisions</b> <ul style="list-style-type: none"> <li>Change the “written report” to “practicum report” and make associated changes in the policy.</li> <li>Revised wording in 3.4(c): “To be eligible to take the BOC exam, candidates must have successfully completed a practicum at least 50 days before and no more than 5 years prior to the oral exam date to which the candidate is applying.”</li> <li>Added 3.4(d): “Candidates who have not successfully completed a practicum within 5 years of the oral exam date are not eligible to apply for the BOC examination.”</li> <li>Revised wording in the 3.4(l) from shall to may.</li> <li>Added wording in 3.7(a): “accurately completed”</li> <li>Added 3.7(e): “Candidates who submit inaccurate, incomplete, or ineligible practicum documentation may be refused examination and are subject to an administrative fee in accordance with BOC policy 6.”</li> </ul>
June 22, 2022	<b>1.4 Minor Revisions</b> <ul style="list-style-type: none"> <li>Removed reference to ‘Travel Time not to be included when calculating the 420 Practicum Hours’.</li> <li>Updated Appendix B with Form C (May 2022)</li> </ul>



## Appendix B

# Canadian Institute of Public Health Inspectors Board of Certification

## Form C – Candidate Practicum Evaluation (Mid-Term & Final)

Name of Candidate: \_\_\_\_\_

Name of the Training Agency: \_\_\_\_\_

Name of Coordinator: \_\_\_\_\_

Practicum Start Date: \_\_\_\_\_

Mid-Term Evaluation Date: \_\_\_\_\_

Practicum End Date: \_\_\_\_\_

Final Evaluation: ☐ Satisfactory ☐ Unsatisfactory

### Important Notes

1. This rating is based on the Candidate Public Health Inspector/Environmental Health Officer field experience. This form should be completed in the middle of the practicum (approx. 6-week mark) and nearing the completion of the 12-week practicum by the Coordinator.
2. The Candidate should be assessed in all the categories listed. If it is necessary to leave a category blank, please give an explanation in the corresponding "Comments" box.
3. Record the Candidate's strengths and weaknesses in the "Comments" box provided in each section.
4. Record additional comments on the last page.

### For Mid-term Evaluation

5. The intent of the mid-term evaluation is to provide an open communication between the Coordinator and Candidate to recognize positive practices and discuss areas of improvement that the Candidate needs to work on to obtain "Satisfactory" at the end of the practicum.

### For Final Evaluation

6. A Candidate can only sit the BOC exam with an overall "Satisfactory" mark, which means the Candidate has to score **ALL "Yes"** in the Professionalism section, **AND** an average rating of **at least 3.00** in the Communications section and each Learning Area (No rounding of rating).
7. It is the Candidate's responsibility to track hours during the minimum period of 12 calendar weeks and **420 hours** of supervised work. It is the Coordinator's responsibility to ensure that the hours are accurate.

For the following section, check the appropriate box for each evaluation statement. For Final Evaluation, the candidate has to score “Yes” in **ALL** evaluation statements in order to obtain a “Satisfactory” rating in this section.

Professionalism		Mid-Term		Final	
Has the candidate demonstrated an ability to work within the culture of the training agency?		Yes	No	Yes	No
Attendance					
Punctuality					
Appropriate appearance on duty (i.e. dress appropriate to the agency’s dress code policy)					
Attitude towards the job					
Attitude towards supervision					
Work as a team player					
Ability to follow agency procedures					
Ability to accurately record observational details					
Thoroughness of inspections					
Comments	Mid-Term Evaluation	Final Evaluation			

The performance review uses the following ratings:

- N/A**    **no opportunity to evaluate**
- 1**      **demonstrates this skill less than 60% of the time.**
- 2**      **demonstrates this skill 60-75% of the time.**
- 3**      **demonstrates this skill 76-85% of the time.**
- 4**      **demonstrates this skill greater than 85% of the time.**

Assign a whole number from 1 to 4 or an N/A for each subcategory of this Communications section. For Final Evaluation, the required rating for a successful practicum is **a minimum average of 3.00** in this category.

Communications		Mid-Term	Final
Has the candidate demonstrated an ability to communicate effectively and professionally with others?		Rating	Rating
Articulate information clearly.			
Actively listen and respond to others appropriately and respectfully.			
Utilize non-verbal cues as a part of overall communication.			
Engage appropriately and clearly with clients in phone conversations.			
Write accurate, clear, concise and professional e-mails, correspondences and documents.			
Write accurate, clear, and concise inspection reports to clients using the information system in the training agency.			
Average Rating (of above ____ components)			
Comments	Mid-Term Evaluation	Final Evaluation	



For Final Evaluation, the required rating for a successful practicum is **a minimum average of 3.00** in **each** of the following Learning Area.

Learning Area: Food Safety		Mid-Term	Final
		Rating	Rating
Conduct a thorough and complete risk-based food safety assessment for a food premises.			
Identify health risks and hazards in food premises and provide appropriate correction actions.			
Discuss public health significance of identified health hazards with operators/clients.			
Explain corrective action required to protect public health and to comply with legislation.			
Explain an effective HACCP/Food Safety Plan for a food premises.			
Review a food premises plan for proper design, structure, equipment and proposed operation.			
Conduct thorough and complete investigations and follow-ups on foodborne illness reports and outbreaks.			
Average Rating (of ____ components)			
Learning Area: Food Safety – Practicum Hours			
Comments	Mid-Term Evaluation	Final Evaluation	

<b>Learning Area: Water</b>	<b>Mid-Term</b>	<b>Final</b>
<b>Drinking Water</b>	<b>Rating</b>	<b>Rating</b>
Conduct a thorough and complete inspection/visit of a surface and/or ground water treatment facility/system.		
Explain the bacteriological and chemical/heavy metal parameters for Drinking water in Canada.		
Explain the hazards and risks associated with drinking water and remediation practices.		
Explain methods used to protect, treat, and distribute surface, ground and coastal drinking water and identify limitations and hazards. (Examples: wells, small water systems, retention ponds, open bodies of water, etc.)		
Explain the limitations for boil water advisory and the procedures/action plan associated. (Residential/Industrial)		
<b>Practicum Hours</b>		
<b>Recreational Aquatic Facilities</b>	<b>Rating</b>	<b>Rating</b>
Conduct thorough and complete inspections of seasonal natural/artificial and fixed water recreational facilities.		
Explain and understand the bacteriological parameters for fixed recreational water facilities. (Indoor/outdoor)		
Explain the physical and chemical hazards associated with fixed recreational water.		
Demonstrate the use, maintenance and calibration of water-testing equipment.		
Conduct a complete recreational water facility plan review.		
<b>Practicum Hours</b>		
<b>Municipal Liquid Waste Management</b>	<b>Rating</b>	<b>Rating</b>
Conduct a thorough and complete inspection/visit of municipal waste management facilities.		
Explain the hazards and risks associated with municipal liquid waste management.		
Explain the treatment and distribution of municipal waste management facilities.		
<b>Practicum Hours</b>		
<b>Private Liquid Waste Management</b>	<b>Rating</b>	<b>Rating</b>
Conduct a thorough and complete inspection/visit of a private sewage disposal system. (Septic fields/systems/holding tanks, etc.)		
Explain the hazards and risks associated with private liquid waste management.		
Explain the treatment and distribution of private sewage disposal systems.		
Explain the design and maintenance parameters for private sewage disposal systems.		
<b>Practicum Hours</b>		

Average Rating (of above _____ components)			
Learning Area: Water Section – Total Practicum Hours			
Comments	Mid-Term Evaluation	Final Evaluation	

Learning Area: Communicable Disease		Mid-Term	Final
		Rating	Rating
Explain the public health significance of communicable disease.			
Conduct complete follow-ups of zoonotic-related communicable disease cases, such as rabies.			
Explain the role of public health agencies in the investigation of communicable diseases and outbreaks.			
Explain the steps involved in preventing the spread of communicable disease in an adult care facility.			
Explain the steps involved in preventing the spread of communicable disease in a child care facility.			
Explain the necessary control measures a personal services facility could implement to prevent infection and injury from a service.			
Explain environmental control measures for infectious and contagious diseases, such as avian influenza at animal facilities (Example: poultry farm, kennel).			
Average Rating (of _____ components)			
Learning Area: Communicable Disease – Total Practicum Hours			
Comments	Mid-Term Evaluation	Final Evaluation	

Learning Area: Non-Communicable Disease		Mid-Term	Final
Physical Agents		Rating	Rating
Conduct complete assessment on a physical agent using appropriate devices. (Examples: noise, ionizing or non- ionizing radiation, extreme temperatures, etc.)			
Practicum Hours			
Ambient Air Quality			
Identify and explain health risks or hazards associated with common outdoor air contaminants.			
Identify and explain at risk populations during poor air quality events			
Explain risk mitigation measures the general population should follow during poor air quality events			
Practicum Hours			
Indoor Air Quality		Rating	Rating
Conduct complete air quality assessments using available air quality test equipment.			
Identify and explain health risks or hazards associated with common indoor air contaminants.			
Explain risk mitigation measures to reduce risks associated with poor indoor air quality.			
Average Rating (of ____ components)			
Learning Area: Non-Communicable Disease – Total Practicum Hours			
Comments	Mid-Term Evaluation	Final Evaluation	

<b>Learning Area: Fixed Premises (Non-Food)</b>	<b>Mid-Term</b>	<b>Final</b>
<b>Personal Service Establishments</b>	<b>Rating</b>	<b>Rating</b>
Conduct thorough and complete inspections of different types of personal service establishments.		
Identify health risks and hazards in different types of personal service establishments.		
Explain public health significance of identified health hazards with operators/clients.		
Explain corrective actions required to protect public health and to comply with legislation.		
Explain critical & non-critical disinfection requirements of equipment used in personal service establishments.		
Identify and explain different levels of disinfectants used in different personal service establishments.		
<b>Practicum Hours</b>		
<b>Land Use</b>	<b>Rating</b>	<b>Rating</b>
Identify and explain different types of setbacks that may be required in a land use plan.		
Identify and explain potential sources of contamination of surface or drinking water in land use planning.		
<b>Practicum Hours</b>		
<b>Animal Facilities</b>	<b>Rating</b>	<b>Rating</b>
Identify and explain setback requirements in a waste control program of an animal facility.		
Identify and explain health risks and hazards associated with an animal facility. (For example: hog farms, intensive livestock operations, etc.)		
<b>Practicum Hours</b>		
<b>Healthy Built Environment</b>	<b>Rating</b>	<b>Rating</b>
Review and explain the public health perspective of a development plan. (For example: subdivision, municipal, environmental, etc.)		
<b>Practicum Hours</b>		
<b>Housing</b>	<b>Rating</b>	<b>Rating</b>
Identify and explain potential health risks and hazards in housing inspections.		
Explain public health significance of identified health hazards with operators/clients		
Explain corrective action required to protect public health and to comply with legislation if applicable.		
<b>Practicum Hours</b>		

<b>Pest Control Management</b>		<b>Rating</b>	<b>Rating</b>
Identify and explain public health significance in relation to any premises using integrated pest management program.			
<b>Practicum Hours</b>			
<b>Child Care Facilities</b>		<b>Rating</b>	<b>Rating</b>
Conduct thorough and complete inspections in child care facilities.			
Identify and explain public health significance of identified health hazards with operators/clients.			
Explain corrective actions required to protect public health and to comply with legislation if applicable.			
Identify and explain typical injury control measures in child care facilities.			
Identify and explain different levels of disinfectants used in child care facilities.			
<b>Practicum Hours</b>			
<b>Residential Care Facilities</b>		<b>Rating</b>	<b>Rating</b>
Conduct thorough and complete inspections in residential care facilities.			
Identify and explain public health significance of identified health hazards with operators/clients.			
Explain corrective actions required to protect public health and to comply with legislation if applicable.			
Identify and explain typical injury control measures in residential care facilities.			
Identify and explain different levels of disinfectants used in residential care facilities.			
<b>Practicum Hours</b>			
<b>Average Rating (of ____ components)</b>			
<b>Learning Area: Fixed Premises (Non-Food): Total Practicum Hours</b>			
<b>Overall Practicum Hours – minimum 420 hours of supervised work.</b>			
<b>Comments</b>	<b>Mid-Term Evaluation</b>	<b>Final Evaluation</b>	

**Additional Comments (for Mid-Term Evaluation):**

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**Practicum Coordinator (Signature)**

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**Date of Evaluation**

I, \_\_\_\_\_ have read this form and acknowledge with this mid-term evaluation.

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**Candidate (Signature)**

**Additional Comments (for Final Evaluation):**

The Candidate has completed a total of \_\_\_\_\_ hours in this practicum.

\_\_\_\_\_  
**Practicum Coordinator (Signature)**

\_\_\_\_\_  
**Date of Evaluation**

I, \_\_\_\_\_ have read this form and acknowledge with this final evaluation.

\_\_\_\_\_  
**Candidate (Signature)**



## Appendix C

### Canadian Institute of Public Health Inspectors

#### Board of Certification

#### Practicum Guideline - Feedback Form

What suggestions do you have for improving this practicum guide?

What is your role in the practicum process?

Coordinator \_\_\_\_\_ Mentor \_\_\_\_\_ Trainee \_\_\_\_\_ Other \_\_\_\_\_

**Return form to:** Board of Certification  
#720 – 999 West Broadway, Vancouver, BC V5Z 1K5  
e-mail: [office@ciphi.ca](mailto:office@ciphi.ca)



Canadian Institute of Public Health Inspectors  
BOARD OF CERTIFICATION

## Trainee Evaluation of the Training Agency

Agencies providing training for the Board of Certification (BOC) Examination should use the Practicum Guideline for Training Agency and Trainees to encourage a consistent approach to the delivery of practicums across Canada.

This evaluation form can be used by training agencies to solicit feedback from trainees at the end of their practicum. The BOC encourages obtaining feedback from trainees so that agencies may continuously strive to improve the delivery of practicums.

Circle 1 to 5 or yes or no, as indicated for the following questions:

1-Poor 2- Fair 3- Good 4- Very Good 5- Excellent

1. How would you rate your practicum experience?

1 2 3 4 5

2. Were you exposed to all environmental public health areas and topics required by the BOC in a way that allowed you to develop entry-level investigative skills and abilities?

Yes No

If no, do you have suggestions for the agency to consider?

3. How well did the agency support your learning? (Inspectors were available, appropriate resources and equipment, adequate office space, supportive environment, adequate orientation, etc.)

1 2 3 4 5

4. Was your mentor(s) effective? (To include: orientation, training and evaluation, etc.)

1 2 3 4 5

5. **Do you feel that you received guidance in a timely manner as to how to address areas in which you needed improvement (e.g. during or after the inspections)?**

Yes      No

**If no**, do you have suggestions for the agency to consider?

6. **Did you receive feedback for your performance?**

Yes      No

**If yes**, was the feedback sufficient?

**If no**, do you have suggestions for the agency to consider?

7. **At the conclusion of your practicum, did you meet with your mentor to review the evaluation form, Form F?**

Yes      No

8. **Do you feel that your practicum experience will be helpful for the BOC examination?**

Yes      No

**If no**, please elaborate and provide suggestions for the agency's consideration.

9. **Please provide additional comments to improve the effectiveness of the practicum.**