



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	
		Yes	No	Yes	No
Has the candidate demonstrated an ability to work within the culture of the training agency?					
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	

Learning Area: Water	Mid-Term	Final
Drinking Water	Rating	Rating
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)		
Practicum Hours		
Recreational Aquatic Facilities	Rating	Rating
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.		
Practicum Hours		
Municipal Liquid Waste Management	Rating	Rating
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.		
Practicum Hours		
Private Liquid Waste Management	Rating	Rating
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.		
Practicum Hours		

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.			
Practicum Hours			
Average Rating (of above ___ components)			
Learning Area: Non-Communicable Disease – Total Practicum Hours			
Comments	Mid-Term Evaluation	Final Evaluation	

Learning Area: Fixed Premises (Non-Food)	Mid-Term	Final
Personal Service Establishments	Rating	Rating
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.		
Practicum Hours		
Land Use	Rating	Rating
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.		
Practicum Hours		
Animal Facilities	Rating	Rating
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.)		
Practicum Hours		
Healthy Built Environment	Rating	Rating
Review and explain the public health perspective of a development plan. (For example: subdivision, municipal, environmental, etc.)		
Practicum Hours		
Housing	Rating	Rating
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.		
Practicum Hours		

Pest Control Management		Rating	Rating
Identify and explain public health significance in relation to any premises using integrated pest management program.			
Practicum Hours			
Child Care Facilities		Rating	Rating
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.			
Practicum Hours			
Residential Care Facilities		Rating	Rating
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.			
Practicum Hours			
Average Rating (of ___ components)			
Learning Area: Fixed Premises (Non-Food): Total Practicum Hours			
Overall Practicum Hours – minimum 420 hours of supervised work.			
Comments	Mid-Term Evaluation		Final Evaluation

Additional Comments (for Mid-Term Evaluation):

Practicum Coordinator (Signature)

Date of Evaluation

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

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)