CHW 190 Community Practicum: Handbook and Forms

130 clinical hours in a community setting (OAC 4723-26-13(A)(3), (B), (E))

What the practicum is

The practicum is where you do the work of a CHW with real people, under a supervisor, in a community setting like the places CHWs serve. You practice the skills you learned online and in lab, across the lifespan, and you complete your competency checklist and an IDEAS community project.

The four blocks

Block	Hours	What you do	Proof
Orientation and shadowing	20	Site orientation, safety plan, shadow a working CHW	Hour log, signed safety plan
Supervised client work	60	Intakes, SDOH screenings, wellness plans, referrals, follow-up calls, visits; at least three life stages	Hour log, life-stage tally, de-identified notes
Group education and outreach	30	Teach at least two group sessions; work outreach events and screenings	Session plans, sign-in counts, observer form
IDEAS project	20	Identify, develop, enact, assess and share a project with a community partner	IDEAS project report

Who is who

- **Site supervisor:** a qualified professional at the site who assigns tasks, observes you and signs your hour log daily or weekly.
- **Program instructor:** visits or checks in with every student at least every two weeks and reviews your notes and checklist.
- **RN instructor:** verifies nursing tasks (vital signs and recognizing changes in health status).
- **You:** arrive on time, follow site rules, protect privacy, keep your log current, and ask when unsure.

Rules at every site

- Stay within CHW scope: no diagnosing, prescribing, or medication advice; nursing tasks only as taught and supervised.
- Protect privacy: no client names or details in assignments, group talk, texts or social media. Use initials or codes.
- Safety first: follow your safety plan, check in and out with your supervisor, leave any unsafe situation, and call 911 in an emergency.
- Report abuse or neglect through the site's protocol and tell your supervisor the same day.
- Pathway C students (under 18): an adult supervisor is always on site; no home visits; no client caseload alone.

- Pathway D students at their own job: log only hours where you perform CHW tasks across the lifespan under a qualified supervisor who is named in the site agreement.

Evaluations

Your site supervisor completes the evaluation form at 65 hours (midpoint) and 130 hours (final). Any rating of 1 at the midpoint comes with a written plan.

Form 190-A: Personal safety plan

Item	My plan
Site and address	
Supervisor and phone	
How I check in and check out	
My exit plan if I feel unsafe	
Emergency contact	
Site rules I must follow	

Student signature

Printed name and title

Date

Site supervisor signature

Printed name and title

Date

Form 190-B: Clinical hour log

Student: _____ Site: _____ Page ___ of ___

Date	Time in	Time out	Hours	Block	Life stage(s)	CHW tasks (no client names)	Supervisor initials

Block codes: O = orientation and shadowing, C = client work, G = group education and outreach, P = IDEAS project. Life stages: CB = childbearing, I = infant or young child, T = adolescent, A = adult, S = senior, SN = special needs.

Form 190-C: Life-stage tally

Life stage	Number of contacts	Hours	Supervisor initials
Childbearing years and pregnancy			
Newborn, infant and young child			
Adolescent			
Adult			
Senior			
Special needs populations			

At least three life stages are required in the supervised client work block.

Form 190-D: Site supervisor evaluation (midpoint and final)

Student: _____ Site: _____ Circle one: Midpoint (65 hours) Final (130 hours)

Rate 1 (needs improvement), 2 (meets expectations), 3 (exceeds expectations).

Area	1	2	3	Comments
Arrives on time and prepared				
Communicates respectfully with clients and staff				
Listens and asks open questions				
Keeps privacy and boundaries				
Documents accurately and on time				
Makes appropriate referrals and follows up				
Teaches in plain language				
Recognizes when to get help and reports concerns				
Shows cultural humility				
Uses community assets and upstream thinking				
Accepts feedback and grows				

Site supervisor signature

Printed name and title

Date

Student signature

Printed name and title

Date

Form 190-E: IDEAS project report

Step	What we did
Identify: the need and why it matters (include one upstream cause)	
Develop: the plan, partners and community assets used	
Enact: what happened, dates, people reached	
Assess: how we measured results and what we found	
Share: where and how we shared results	
What we would change next time	

Student signature

Printed name and title

Date

Community partner signature

Printed name and title

Date