



## A Quick Guide to Using the Camosun CMLA Practicum Booklets

### Pocketbook:

- The purpose of this [Pocketbook](#) is for the students to record DAILY collections and procedures performed, along with notes and reflection on their experiences.
- There are 12 **Required Unassisted Procedures** that must be completed and signed off by the DE/supervisor before practicum completion
  - We encourage the students to space these out so they do not have 12 procedures to do in the last week
- There are 10 **Optional Unassisted Procedures** in the book, 4 of which must be completed and signed off by the DE/supervisor before practicum completion.
- There is a collection of weekly sign offs at the end of the book that need to be reviewed by the student and the DE/supervisor. This can be done at the same time as the weekly formative reviews from the Clinical Portfolio.

### Clinical Portfolio:

- The purpose of this [Clinical Portfolio](#) is to record WEEKLY assessments along with specific competencies to track student progress.
- The book starts with an orientation checklist for the student and DE to complete on the first day of training.
- There are weekly **Formative Evaluations** to be filled out that record whether the student is meeting expectations or not. These need to be reviewed and signed off each week with the DE/supervisor.
- There are 3 **Competency Assessments** that must be performed over the course of the practicum with increasing levels of collection difficulty. Examples are given in the portfolio to guide the students on which types of collections should be attempted.

**\*\*NOTE: These booklets need to be left at the clinical sites once they have been signed off at the end of the student practicum placement. The clinical liaisons will arrange a time and place to collect them from the sites.**

If there are any questions on the content or processes to follow while using these books, please contact your clinical liaisons at Camosun College – Alex Purdy ([purdya@camosun.ca](mailto:purdya@camosun.ca)) or Tania Pozney ([pozneyt@camosun.ca](mailto:pozneyt@camosun.ca)).