



Instructions for Teaching Clinic Videotape Preparation

Teaching Clinics are designed to prepare you for eventual independent reflective evidence-based practice. Use of video-recording is unparalleled as a tool for developing the related skills. Every effort must be made during your practicum to obtain video samples of your clinical practice for reflection together with peers (reminder: a consent form must be used).

What's the best way to get a video-recording? Do I have to tape the whole session? What if a client is reluctant? Should I show one clip or two?

- Train the view of the camera on YOU. Where possible, also include the client so that you may examine client reactions and responses. This is important if you want to examine clinical skills such as timing and type of reinforcement.
- A client who is reluctant to be taped may be willing if left out of the visual field of the recording. Ask. It's ok if you tape yourself and not the client; In this case the client will be heard, but not seen. This works particularly well if you want to examine how you deliver instructions for a therapy task, explain about giving a test, etc.
- It may not be necessary to videotape an entire session. Ask the client if it is ok if you tape yourself explaining test results, or just one of the therapy tasks, for instance.
- For your first teaching clinic, it's best to show one clip for areas of strength and another clip for areas for development. After that, it's fine to use the same clip for both purposes.

What do I do if I cannot obtain consent for videotaping?

- Notify the Coordinator of Clinical Education immediately, including an explanation of the reason as well as your alternate plan. You have several options:
 - **Obtain an audio-recording of your work with a client.** Bring the materials used during the taped session for the peer group to see. Perhaps take a picture of the room set-up to show the group.
 - **Video-tape a role-play.** Ask your CE, a fellow student, or another friendly volunteer to act as the client. Demonstrate giving a test, explaining and implementing a treatment task, explaining test results or a treatment plan, etc. Use a scenario similar to your placement experiences.
 - **Prepare a "script".** Give a sequential description with lots of details of how the session went, perhaps in the form of a screenplay! Bring materials to show or demonstrate as part of your description. Please submit a copy of what you prepare to the group facilitator. Bring copies for your peers, as well.

Enjoy!

1. **Cameras**
2. **Portable DVD players**
3. **Teaching Clinic Days**

Cameras

Four cameras are available for sign-out.

The cameras record in the following 8cm disc formats that allow the DVD's to be played back on the new players directly:

DVD-R

This format will allow you to record onto a new disc without the need for formatting it. Before playing your disc using the portable player you will be required to finalize the disc. You will not be able to record on it again once it is finalized.

DVD+RW

This format requires you to format new discs before recording. Before playing your disc using the portable player you will be required to finalize the disc. You will be able to record again on the same disc once it has been unfinalized.

DVD-RW (VF)

This format requires you to format new discs before recording. Before playing your disc using the portable player you will be required to finalize the disc. You will be able to record again on the same disc once it has been unfinalized.

If you will be recording using your own camera - please be sure it is in one of the above formats if you wish to bring in a disk only.

The cameras also record in the DVD-RAM and DVD-RW(VR). These formats allow you edit your recordings **however you will not be able to play the discs on the portable players**. You can hook up the camera to the player for viewing.

Individuals signing out cameras will be responsible for the replacement of any loss or damage to the camera and any of its accessories.

All pick-up and drop off of cameras should be made in person when possible. If not the student will be responsible from the time the camera is left in a designated place for them to pick up; if the camera goes missing before it is picked it up the individual will still be held responsible.

Portable DVD players

The department has purchased ten portable DVD players. As mentioned above, the players are compatible with **8cm DVD-R, DVD+RW, and DVD-RW (VF)** formats. The players are also able to play 12cm DVD's as well. The players have A/V in capabilities also in order to play from other devices using the standard Red, Yellow and white video cables. If you are bringing in your own camera for input into the players, be sure to bring the proper cables.

Due to their compact size and portability, the DVD players will not be set up in the PBL rooms in the morning before the teaching clinics take place. One person from each group will be selected ahead of time and they will receive the DVD player directly from either the Business Manager or the Admin Assistant for Clinical Education. On the morning of the teaching clinics, the players will be available for pick-up outside the PBL rooms on the second floor. Once the teaching clinic is finished that person is responsible for packing it and its components and returning them to either the Business Manager or the Admin Assistant for Clinical education. **The players must not be left in the rooms un-attended.**

The players are available for sign out but must remain in the building and must be returned in person to the Business Manager. Individuals signing out DVD players will be responsible for replacement in the case of any loss or damage to the camera and any of its accessories

Teaching Clinic Days

Please read the following instructions carefully.

On the morning of the teaching clinics the 1st person on the group list will go to **Room 1052 at 8:45 am** to collect the DVD player and a box of markers from the Administrative Assistant to Clinical Education.

You will need to present your student card and to sign out the DVD player.

You will return the DVD player and the box with the markers and eraser to Room 1052 immediately after the teaching clinic morning (**at 12:00 pm**).

If the first person on the list is absent for whatever reason the second person on the list would pick up and return the DVD player.