CEBS Clinic Video
for Supervisees

2023

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Learning Objectives

Upon completion of this lesson, you will be able to:

- Describe and use the clinic equipment to record sessions.
- Describe and use the web interface to communicate recordings to supervisors.

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Therapy Rooms

- Therapy rooms are NOT study rooms.
- Be courteous and quiet.
  - Do not be joking/sharing stories in the hallways.
- Wear professional clothing.
- Behavior should be similar to:
  - Library, accountants office, church/synagogue/mosque

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CAUTION

- CEBS Clinic-specific policies are being established. This is shared space.
  - AGAIN: Therapy rooms are NOT study rooms.
  - Resource Room is for clinical work.
  - Use the graduate student office on 3rd floor! GRH 3052 code: 1995
- Ethical issues in use of technologies.
  - Choose a secure environment and secure technology for viewing videos
    - With that said, the only location you can access the website for viewing clinic videos is on the computers on campus.
  - Be thoughtful—what is the ethical way to do this?
    - What is respectful of clients and of confidentiality?
    - Share questions and concerns

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You are legally responsible:

- Keep browser updated with latest patches and never let it save your netID anywhere.
- Install virus software (WKU provides free).
- Use a strong password for accessing devices and accounts related to this (netID).
- Make sure home wireless has a strong password.
- Know how to access WKU's secure (not guest) network.
- Seek privacy for viewing– what is behind you?
- Set privacy screen to pop up quickly.
- Logout! There is no "leaving for just a minute."
- Call 270-745-7000 for help with any of this for class.

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- Please note:
  - Still have occasional problem. Be patient.
  - Report tech issues to the GA's in the clinic or Dr. Grieve (including air/heat).
- Are you meeting standards of practice?
- Were you Ethical: Reflective? Courteous?

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Reserving a Room

- There used to be an online way to reserve a room…
- Now:

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Rooms that WORK.

Write these down:
- 1037
- 1038
- 1039
- 1040
- 1041
- 1059
- 1063

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Terminology

- Student: The system thinks of the one being recorded as the "student."
- *Supervisee*: One who is being guided in their clinical work.
- Faculty: The person who can see videos of all students in their class.
- *Supervisor*: One who is guiding a less experienced clinician.

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Supervisee Access

1. Your instructor sets up your class
   - If you are in two different classes using the cameras then you need to watch and be sure your recording goes to the correct class.
     - This should be the only class that shows up so you shouldn't have to worry about that
2. You use your netID and password to login to
   - The clinic room monitor
   - The Web interface: https://cebsclinic.wku.edu/
   - The Resource room monitors.
3. *Be sure to logout*.

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Outside the Room

- Light above the door that comes on when recording

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Treatment rooms

- Equipment
  - Each room is equipped with
    - 2 unmovable cameras A and B (so there are 2 videos),
    - a ceiling microphone **attached to camera A**, and
    - a touch-screen computer that can only access the clinic software.
    - a light outside the door that comes on when you start recording.
- In addition, live or recorded videos can be viewed via a secure Internet connection.

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View from inside the room
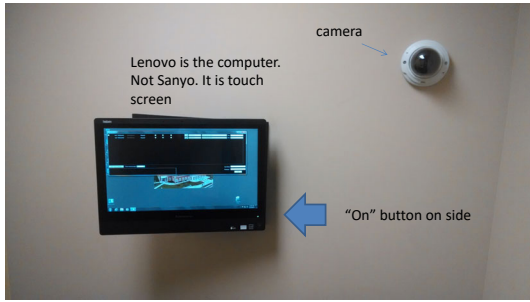
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Basic Process

- The Supervisee (you) in the clinic room
  - Starts Lab-Recorder
  - Logs in,
  - Selects the appropriate Course Section from the Dropdown
  - Initiates the recording.
  - Chooses seat so instructor can view what is most important (who faces camera A with the mike synched)
  - Conducts the session.
  - Stops the video, allowing it to be auto-saved.
- The instructor and Supervisee view the recording via the Internet [or in the treatment room or, theoretically, in the Psy resource room.]

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Start the software

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Login Process for Recording

• On the clinic monitor

1. Login here

Touch & a keyboard will pop-up

There is handwriting option.
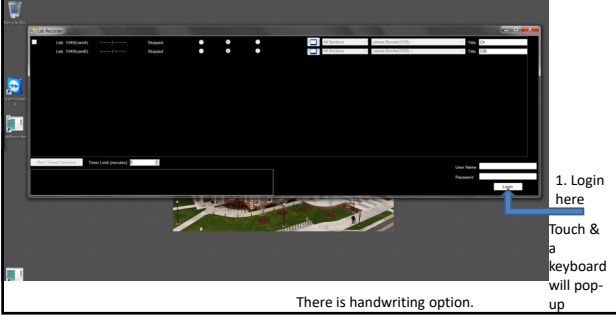
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Set Up Your Session

• On the clinic monitor

1. Select the Course Section from the dropdown. *If not specified, the video will disappear.*
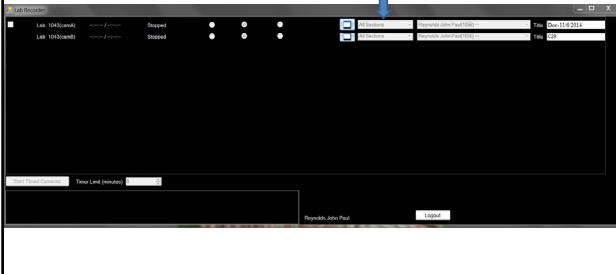
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Set up Your Session...

2. Name your video

• On the clinic monitor
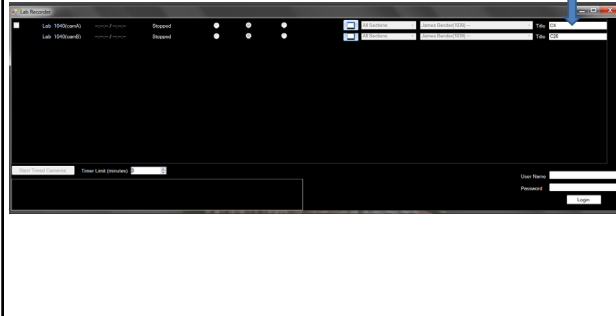
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File Name

- Prior to recording a video, you must give it a name.
- The system will store the precise time and date for you.
- Do not use commas or similar in your names– they will not save.
- Ask your practicum instructor how to name your files.

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For example

- You need to add info that **distinguishes your multiple videos**. Suggestion:
- 562_WAIS clientinitials
  - If I am recording a session with Mr. John Doe, I would name my video: 562_WAIS_SK
    - This may change with policy discussion.
  - *default* name may include as suffix: C<room#>_MMDDTTTT
  - where MMDDTTTT is the date.

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Set up Your Session

- On the clinic monitor

3. Prepare the camera software by clicking on the mini screen icon.
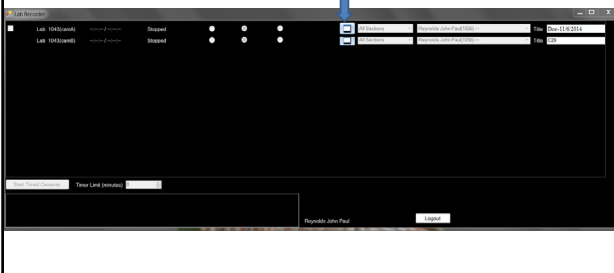
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The camera player appears in a new window.

The green arrow changes the blank screen to a **live view**.

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You can see both cameras. How to record? Use Camera A

Says cam here

1. Camera A: Start the recording with the red circle

2. Stop the recording with the black square

- Stopping the recording saves the video.

Camera B Buttons do not function.

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A vs. B

- When you press the record button on the camera A window, a new window for camera B will pop up.
  - two recording windows will be open.
  - camera B's window covers up the A window.
  - camera B's window controls **do not** work for you.
- Click back onto camera A's window once you finish recording, so you can press the stop black square(■).

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You can watch the recording

1. In the clinic room immediately after you stop the recording. You can see only the immediately prior recording.
2. Or watch via the Internet.
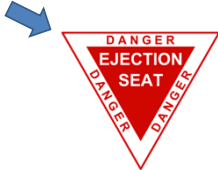
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Watching your video in the clinic room

- The touch screen monitors are **muted** by default.
- Volume buttons are on the side of the touch screen monitors.
- Mute the volume once you are done watching your video,
- **or the next person who records will hear real-time sound of him or herself.**
- You can turn sound off without affecting the recording.
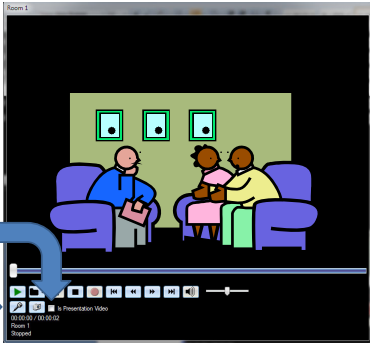

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To watch in the clinic room
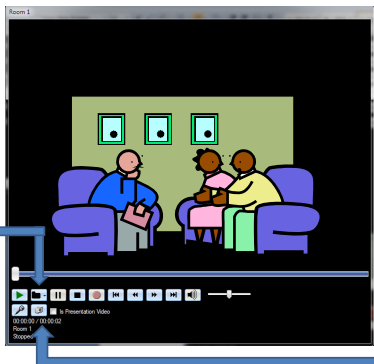
Start playback with the black file folder

The remaining buttons are like a DVD player except…. You can take a screen shot of the room with the small camera

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Some odds and ends...

NEVER select "Is presentation video." Everyone in the system will see your video.
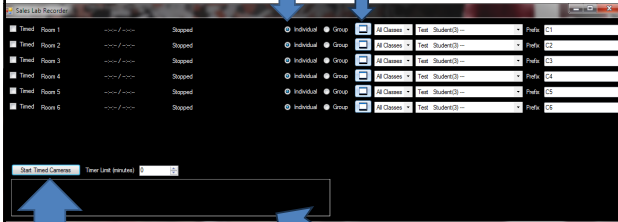
The mike button doesn't do anything.

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After you record your video

You can choose whether the video is shared with the instructor or with your class. **Choose individual.** This is an older picture. Now there is section-individual-group option.

Pressing the screen icon at the end saves the video and removes the video screens.
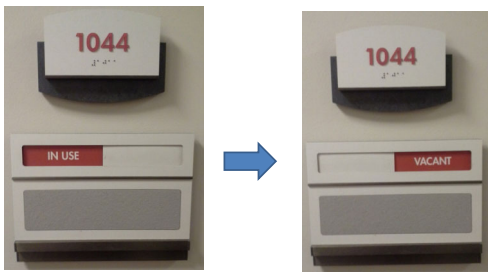

Doesn't seem to be working yet.

Will say 'all videos saved' in this box.

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When you are done

- Leave the door ajar.

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How to access your videos online

- After recording, the videos are automatically uploaded to WKU's CEBS Clinic Website.
- To access this website, visit:
  - http://clinicallab01.wku.edu

- WKU Secured Network.
- Updated virus software.
- Monitor cookies.
- Updated browsers
  - NOT Internet Explorer
- Do not copy anything to your hard drive – not screen shots.
- Password safety
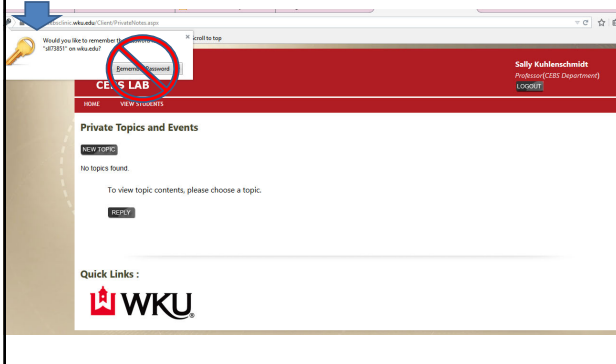- Don't circumvent safeguards.
- Watch behind you.

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How to log into the site
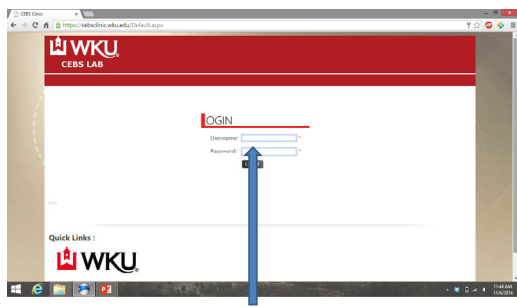
1. Log into the website with your netID and password
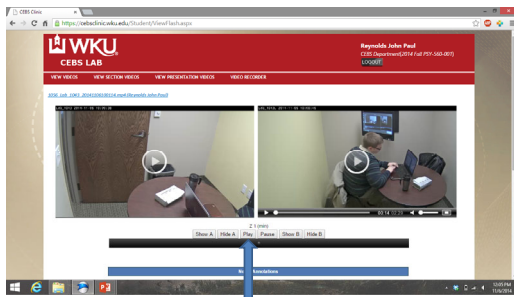
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Storing passwords – ethics.
Never let the browser remember.

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After clicking your video, you are presented with recordings from both camera A and camera B.

3. Press the play button. Else they get out of sync.

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Summary

- Reviewed in clinic equipment and web software. Idea of Resource Room.
- NOTE: therapy rooms are NOT study rooms.
- Resource Room is for clinical work.
- This is shared space.

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