



Psychoeducational Research and Training Centre

University of British Columbia, Faculty of Education, 1100 Scarfe, 2125 Main Mall, Vancouver, BC V6T 1Z4

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INFORMATION FOR USERS OF THE PRTC VIDEO THERAPY ROOMS

FACILITIES AVAILABLE

The Psychoeducational Research and Training Centre (PRTC) is a university-based setting for research and clinical training in the Faculty of Education. The Centre maintains a Test Library which contains standardized tests, assessment instruments, reference materials and other resources which can be borrowed by approved UBC faculty and students. The PRTC also includes a suite of six rooms, complete with video and audio equipment, which qualified UBC students and faculty can reserve to conduct research, assessments or therapy as part of their training and coursework. These rooms can be monitored from two different seminar rooms for teaching purposes. Additional arrangements can be made to use a conference room, complete with one-way mirrors and a video camera. Rooms may also be requested for approved research projects.

Use of these facilities is limited to UBC faculty and students who have been approved or registered at the PRTC.

Guidelines and procedures for use of the PRTC facilities are available at the Centre.

PRTC STAFF

Director Dr. William McKee Tel: (604) 822-6572 william.mckee@ubc.ca

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HOURS OF OPERATION – TEST LIBRARY AND VIDEO THERAPY ROOMS

Winter Term 1 Monday – Thursday 10:00 a.m. to 8:00 p.m.
Friday 10:00 a.m. to 2:45 p.m.
Saturday 10:00 a.m. to 2:45 p.m.

Winter Term 2 Monday – Thursday 10:00 a.m. to 8:00 p.m.
Friday 10:00 a.m. to 2:45 p.m.
Saturday 10:00 a.m. to 2:45 p.m.

Spring Term (Tentative) Monday – Thursday 10:00 a.m. to 8:00 p.m.
Friday 10:00 a.m. to 2:45 p.m.
Saturday 10:00 a.m. to 2:45 p.m.

PHONE NUMBERS

General Inquiries..... (604) 822-1364
PRTC Test Library (reservations, renewals) (604) 822-1364
Referrals for Psychoeducational Assessments (604) 822-1364

PRTC VIDEO/THERAPY ROOMS AND EQUIPMENT

The PRTC houses six rooms which approved UBC students and faculty can reserve to conduct research, assessments or therapy as part of their training and coursework: Rooms 1109, 1110, 1111, 1112, 1114, and 1115. All six rooms include video and audio recording equipment and are linked to monitors located in two different seminar rooms, Rooms 1117 and 1108A, for supervision purposes. Additionally, the PRTC operates the facilities in rooms 306B, 306C, 306D, 306E, and 306F. The policies and guidelines apply to both use of PRTC facilities as well as 306 rooms.

Given the high demand for use of these rooms, the PRTC staff has established a number of guidelines which govern the use of these rooms. These guidelines are designed to allow for the maximum use of the video/therapy rooms and equipment by faculty and students in the Faculty of Educational and Counseling Psychology, and Special Education, Affiliated Faculty, and graduate students conducting research at the Centre.

Appropriate Use of Facilities

Students and faculty users must keep in mind that research and training are conducted on an ongoing basis within the PRTC and should respect others right for a quiet work area and a reliable schedule of room availability. We therefore request that conversations and noise be kept to a minimum, especially in the reception area, and that users honor their scheduled time for room use.

Maintenance of Centre Rooms and Equipment

All users are expected to help maintain the cleanliness and quality of the rooms and equipment of the PRTC. No food or drinks are permitted in the PRTC, either in the video/therapy rooms or in the waiting/reception area. As well, all users are expected to leave the room clean and return the furniture to its original position at the close of their sessions. If additional chairs are needed, these must be returned after the session is complete.

All video/audio equipment must be returned to its original state at the end of the session. The video and audio recording and playback equipment located in the individual video/therapy rooms and/or Rooms 1117/1108 are to be used only according to the posted guidelines. Do not change any of the connections to the recorders or monitors. If there is any type of equipment trouble or failure, each user must report this to the PRTC Administrative Assistant or Graduate Academic Assistant immediately.

Faculty instructors are required to be present with students using the seminar room 1117, given the ethical implications of monitoring activity in any of the video/therapy rooms from room 1117.

Registration for Use of PRTC Video/Therapy Room Facilities

PRTC facilities and equipment are available for use by UBC students and faculty, with priority given to students whose instructors have registered with the PRTC and to researchers engaged in approved research projects. Students and faculty who are not involved in approved courses or research projects must obtain individual approval from the PRTC Director.

Individuals who wish to use the PRTC video/therapy rooms must complete a video/therapy registration form and be present for an orientation of the PRTC policies and procedures conducted by a PRTC Graduate Academic Assistant. The registration form provides information on current users, and verifies that all users understand and are willing to comply with established guidelines for use of these rooms. Registration forms are available at the PRTC test library and must be completed and approved in advance of use of any room.

Scheduling of Video/Therapy Rooms

Registered faculty and students can reserve video/therapy rooms during the times when the PRTC is open. Please contact the PRTC director to discuss use of the facilities outside of regular open hours.

To accommodate the high demand for use of these rooms, it is recommended that users reserve rooms for use one week in advance. Only registered users can reserve video/therapy rooms. Reservations are made on weekly booking sheets located in the reception area of the PRTC (gray binder). Specifically, to reserve a video/therapy room, individuals must sign-up for a specific room at a specific time on the weekly time table by noting in pen (pencil can be erased!): a) their surname and the initial of their first name, and b) the course or project for which the room is to be used (e.g., CNPS 588 or 362, GIFTED PROJECT, etc.). In the event of unforeseen difficulties, this will allow Centre staff to contact individual users.

Time tables are put out on Monday mornings (10:00 a.m.) and specify the rooms available for use during the following week. Once the time table is put out, individual users are able to schedule any un-reserved (blank) rooms on a case-by-case basis, for a specified period of time (maximum two-hour period).

Individuals must not use a room other than the one which he/she has reserved. We also request that students and faculty members not schedule rooms for a greater amount of time than is necessary and that individuals honor the scheduled time periods, as other users have reserved the room for use in the following time slot. If individuals need to go beyond their scheduled time, they must check the time table prior to the end of their session to determine if a room is available during the subsequent time period and modify the time table appropriately.

Cancellations

In the event that a scheduled room is not going to be used (e.g., cancellations), it is the responsibility of the person who has reserved the room to remove his/her name from the schedule sheet. Reserved rooms that are not occupied within the first 15 minutes of the booked time will be made available to all users.

Please note that the PRTC administrative assistant and staff are not to be contacted for removing names from the schedule. This is the responsibility of the user who made the initial request.

Procedures for "Block Booking" Video/Therapy Rooms

As a courtesy to faculty members who utilize the PRTC on a regular (weekly) basis, we have established the option of advance reservations of several interview rooms. This "block booking" procedure is designed to maximize the availability of the PRTC to all users, while allowing faculty members some priority for sessions which require regular use of the PRTC facilities. The following guidelines must be followed in establishing block bookings for courses and supervision sessions. Failure to follow these guidelines can result in termination of block booking privileges.

1. All "block booking" requests must be made in writing and submitted in advance (preferably prior to the start of the semester).
2. Requested block bookings will be identified by the PRTC staff on the weekly time table located in the reception area of the PRTC. The time tables specify the rooms available for the following two weeks. Once the time table is put out, individual users can schedule any remaining rooms on a case-by-case basis.
3. A maximum of 5 rooms can be block booked for any one-hour time period for any given course or supervision session. If additional rooms are needed, individual students may reserve them on an individual basis.

Note: Additional video/therapy rooms are available in Room 308 Scarfe. These rooms can be reserved via a sign-up book located in 308 Scarfe. Inquiries regarding these rooms should be directed to the CNPS office.

***** To maintain requested block bookings, individual students from the course must sign up for a room within the time allotted for their block booking. On the morning of the block booking, if students from the course have not reserved all rooms, the vacant rooms will be released for general use.*****