

**St John of God**  
Callan Institute,  
Crinken House,  
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Co. Dublin,  
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## **Video Submission Guidelines**

As part of your course completion, you will be submitting a video clip of a skills teaching procedure. Please read the following guidelines to assist you in submitting:

- Consent should be obtained prior to videoing.
- If the person does not consent, the video can be completed using another person who consents to doing so (e.g., another staff member).
- When evaluating the skill, we will be looking primarily at the *trainer* to see if what is shown in the video corresponds to the written skills teaching procedure.
- The video should capture a skills teaching moment that is written up as a skills teaching procedure.
- The skill shown in the video clip can be at any stage of learning (e.g., when they are first learning, right through to independence).
- We will be focusing on if the following can be seen (or inferred, if appropriate – e.g., what the prompt may have been if the person is shown independently performing the skill):
  - The target
  - The steps of the skill being taught(supported)
  - Type of prompt used
  - Level of prompt being used (fading procedure in place)
  - Appropriate environmental adaptations
  - Reward
- Environmental factors: Try to ensure that background noise / other distractions are kept to a minimum; evidence that the learner is interested and enjoying the learning experience (e.g., performing the skill, the touch, making eye contact, smiling, etc.)
- Ensure other services users or staff who have not consented to being in the video clip are not shown on film.
- Do not label the video clip with the person's real name to protect their anonymity.
- Videos should be submitted in WMV; AVI; MP4 or another standard format.

### **Submitting your video:**

Videos can be viewed onsite by the Callan Institute tutor or if you have them with you on a laptop or similar, or you can E-mail videos to [Callan@sjog.ie](mailto:Callan@sjog.ie) or WhatsApp them to 087-367 4650

If neither of these options is suitable, please contact us and we will arrange an alternative.

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