



## THE THERAPEUTIC TOUCH NETWORK OF ONTARIO


### PROCESS FOR DOING A DISTANT SUPERVISED SESSION IN EXTENUATING CIRCUMSTANCES<sup>1</sup>

**Requirements – NOTE: FaceTime is not suggested since the microphone cannot be muted during the session.**

1. Practitioner –
  - Laptop, PC, or Mac with a webcam and Skype software [free download)].
  - distant\_supervised\_practitioner\_template – for the practitioner to complete [download from the TTNO website]
2. Supervisor –
  - Laptop, PC or Mac with a webcam and Skype software [free download
  - distant\_supervised\_supervisor\_template – for the supervisor to complete [download from the TTNO website]

NOTE: Supervisor instructions and suggested comments are a separate download if needed.


#### **Setting the stage**

1. Do a trial run before setting a time for the actual supervised session. Test microphones, camera, chair setup, sound, and mute settings.
2. Plan on using a bright room.
3. Chair is set up at a 45-degree angle, facing the camera at an angle. Client will be facing a wall rather than directly at the webcam so that they don't feel self-conscious. A laptop is best so that the screen can be tilted to show the client and practitioner in full.
4. Microphone at full volume.
5. You should be able to hear clearly the whole time so that introductions and any dialogue can be heard.
6. If possible, choose a place for the client to rest after the session outside of the range of the camera, so that they can feel comfortable knowing that they are not being “watched” as they rest. If this is not possible then turn off video while they rest. 

#### **Supervisor**

All that is needed is a computer with a webcam and Skype software which is a free download. Supervisor watches the whole session on his/her computer.

#### **The Session**

1. Start by introducing the client to the supervisor through the skype connection.
2. Set up the session and confirm that it the setup will work well.
3. Supervisor puts his/her microphone on mute [] so that any background noise in the home doesn't disturb the session going on.

#### **Completing the Case Study:**

1. Practitioner completes the case study while the client is resting. Skype is left on.
2. Practitioner saves the case study using the session #.
3. Practitioner emails the case study to the supervisor.
4. Supervisor reads the case study.
5. Supervisor and practitioner reconnect on Skype. Supervisor can then ask any questions needed.
6. Supervisor then completes the supervisor form, shares her comments, and revises as needed.
7. Supervisor then emails her form to the practitioner. Practitioner reads it and can talk about it again if needed. If not, supervisor signs the form and resends to the practitioner.
8. Practitioner then signs her form, prints both forms and puts them in her/his book.

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<sup>1</sup> The Therapeutic Touch Network of Ontario, Practitioner Workbook, March 2019, EXTENUATING CIRCUMSTANCES, Pg. 19