



the brookline center

for COMMUNITY MENTAL HEALTH

Observation Agreement

Remote Learning Update

This document updates the Observer Agreement and the Participant Expectations, now adapted for an online format. *Please note the Agreements related to observing in-person remain the same and the expectations for online participation are updated.* You will be asked to verbally confirm your receipt of, and agreement to, these terms by the group leaders.

Your Participation Online

Expectations of observers are all designed to enrich your learning experience and to protect the patients in the group.

Registration

You may still register by applying online. Fees for observation apply to online sessions as well as sessions in person. Please remember to pay for any additional weeks as needed.

Remote Observation

Observers will ensure the following with respect to any observation of the session.

- convene for the session in a quiet, private, well-lighted place where you can confidently expect not to be interrupted
- be alone in the space where other people are neither present nor can hear/see the session
- set the device on a stable surface (to avoid impacting the camera)
- be fully clothed in a manner suitable for leaving the home
- If for any reason you believe that your accessing and participating in the group has compromised the confidentiality of the group, then you will share this with the therapist.

Procedure for Joining:

- When you have registered as an observer, you will be sent a link to join the session.
 - There is a waiting room feature enabled in the session, and the leaders will “admit” you.
- At the start of the session, all of the group members will be admitted at once. You must join the meeting online prior to the start of the session.
- If you arrive late, then you will be either “removed” from the waiting room or will be admitted at the leaders’ discretion.
- If your online connection to the group is interrupted during the group, you can try to reconnect. Please know that it is the leaders’ discretion if or when to re-admit you from the waiting room.

Procedure in Session:

- Do not take notes in any form (e.g., written or digital); never under any circumstance record or digitally capture (i.e., screen shot) the session
- Maintain the strictest rules of confidentiality regarding everything you hear and observe
- Keep your microphone on mute at all times during the session.
- Focus exclusively on the session. Do not take notes, surf online, text friends, fold laundry, eat snacks, or engage in any other distractions.
- Abstain from using the “chat” feature in the platform or any of the other “reactions”

*Please know that your group leaders may decide to amend and/or adapt these procedures at any time. We encourage your feedback during the discussion period after the session.