

CHS154.2014 Develop, prepare and maintain resources for use by individuals who use Augmentative and Alternative Communication (AAC) systems

OVERVIEW

This standard relates to the development, preparation and maintenance of resources for individuals who use Augmentative and Alternative Communication (AAC) systems. Resources may be high or low tech. Augmentative and Alternative Communication is used here as a global term to refer to methods of communicating that supplements the ordinary methods of speech and/or handwriting. Users of this standard will need to ensure that practice reflects up to date information and policies. Version No 2

KNOWLEDGE AND UNDERSTANDING

You will need to know and understand:

- 1.the current national legislation, guidelines and local policies and protocols which affect your work practice
- 2.how to work effectively as a member of a multi-disciplinary team
- 3.the duty to report any acts or omissions of care that could be detrimental to yourself, other individuals or your employer
- 4.the importance of reflecting on your practice and its relationship with continuing professional development
- 5.typical language and communication development and the range of conditions that can affect communication abilities
- 6.the range of AAC systems, strategies and techniques available, and the role they may play in supporting communication and participation
- 7.how to create AAC resources using appropriate materials which are appropriate for an individual or group of individuals, in keeping with their age, gender, values base, culture, physical, cognitive, sensory and linguistic abilities
- 8.the importance of preparing and selecting AAC resources appropriate to the individual's needs, abilities and preferences, as well as in relation to therapy and communication goals
- 9.how to set up and configure AAC equipment appropriate to the individual's needs and requirements and within agreed parameters
- 10.how to carry out routine maintenance, cleaning and care of AAC systems to ensure that they are safe and fit for purpose
- 11.how to store and transport AAC equipment in a safe manner
- 12.local procurement procedures for AAC equipment, materials and software

- 13.local procedures for arranging repair of AAC equipment
- 14.the specific confidentiality issues as they relate to AAC equipment and software
- 15.the effects and implications of copyright on the use of resources
- 16.the importance of keeping full and accurate records, and how to do so

PERFORMANCE CRITERIA

You must be able to do the following:

- 1.identify the nature of the individual's communication system and any implications for the resources required
- 2.use appropriate resources to create the required AAC systems appropriate to the individual's needs and as agreed with any relevant others
- 3.order any appropriate resources and AAC equipment following agreed procedures
- 4.maintain an individual's AAC system so that it is available for them to use as required
- 5.set up and configure AAC equipment in accordance within agreed parameters and which is appropriate for the individual's needs and requirements
- 6.use trouble shooting guides and device manuals to rectify common user-orientated faults
- 7.ensure that all resources are not hazardous to the individual or yourself and satisfy the health and safety requirements of the setting
- 8.package equipment appropriately for dispatch, if required to do so
- 9.deal appropriately with sensitive and personal data which may be stored on equipment
- 10.maintain full, accurate and legible records of information collected in line with current legislation, guidelines, policies and protocols

ADDITIONAL INFORMATION

This National Occupational Standard was developed by Skills for Health. This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004): Dimension: HWB9 Equipment and devices to meet health and wellbeing needs