

SFHCHS154 - SQA Code HD06 04

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.

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Performance criteria

- You must be able to:
- P1 identify the nature of the individual's communication system and any implications for the resources required
 - P2 use appropriate resources to create the required AAC systems appropriate to the individual's needs and as agreed with any relevant others
 - P3 order any appropriate resources and AAC equipment following agreed procedures
 - P4 maintain an individual's AAC system so that it is available for them to use as required
 - P5 set up and configure AAC equipment in accordance within agreed parameters and which is appropriate for the individual's needs and requirements
 - P6 use trouble shooting guides and device manuals to rectify common user-orientated faults
 - P7 ensure that all resources are not hazardous to the individual or yourself and satisfy the health and safety requirements of the setting
 - P8 package equipment appropriately for dispatch, if required to do so
 - P9 deal appropriately with sensitive and personal data which may be stored on equipment
 - P10 maintain full, accurate and legible records of information collected in line with current legislation, guidelines, policies and protocols

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Knowledge and understanding

You need to know and understand:

- K1 the current national legislation, guidelines and local policies and protocols which affect your work practice
- K2 how to work effectively as a member of a multi-disciplinary team
- K3 the duty to report any acts or omissions of care that could be detrimental to yourself, other individuals or your employer
- K4 the importance of reflecting on your practice and its relationship with continuing professional development
- K5 typical language and communication development and the range of conditions that can affect communication abilities
- K6 the range of AAC systems, strategies and techniques available, and the role they may play in supporting communication and participation
- K7 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
- K8 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
- K9 how to set up and configure AAC equipment appropriate to the individual's needs and requirements and within agreed parameters
- K10 how to carry out routine maintenance, cleaning and care of AAC systems to ensure that they are safe and fit for purpose
- K11 how to store and transport AAC equipment in a safe manner
- K12 local procurement procedures for AAC equipment, materials and software
- K13 local procedures for arranging repair of AAC equipment
- K14 the specific confidentiality issues as they relate to AAC equipment and software
- K15 the effects and implications of copyright on the use of resources
- K16 the importance of keeping full and accurate records, and how to do so

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Additional information

External Links

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

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

Unit assessed as being complete

Candidate's Name:	
Candidate's Signature:	
Date submitted to assessor as complete:	

Assessor's Name:	
Assessor's Signature:	
Date assessed as complete:	

Internal Verification —

to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	IV's Signature	IV's Name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	IV's Signature	IV's Name

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	