Update of RCSLT information and resources for augmentative and alternative communication (AAC): Further information about project roles

This document is split into the following sections:

- Project aim and objectives
- Project context
- Roles and responsibilities
- Timeframe and commitment
- Development process
- Application process

Project aim and objectives

Project aim:
The aim of this project is to review and update existing RCSLT information and resources about AAC and the role of speech and language therapy.

Project objectives:
The project objectives and final outputs will be agreed at the first project meeting; however, they will include:

a) The development of information and resources for speech and language therapists, which will:
   - be relevant for all RCSLT members working with people using AAC, taking account of:
     - Geographical areas across the UK
     - Employment contexts
     - Different settings and sectors
     - Client groups
   - provide best practice guidance for SLTs
   - support members to understand relevant national guidelines, policy and legislation
   - collate and signpost to relevant learning resources and frameworks
   - summarise relevant evidence and research
   - support members in raising awareness of the role of speech and language therapy
   - support members to influence local decision makers and budget holders

b) The development of information and resources for other audiences found on a separate webpage accessible to non-members
   - Audiences may include:
     - service users and their families and carers
     - local decision makers, budget holders, commissioners
     - professionals working with speech and language therapists
     - general public
   - Types of information may include:
     - FAQs for the general public, service users and their family and carers
     - position statement
     - factsheet
     - signposting to useful websites and resources

At the end of this work the Lead Author and Supporting Authors will be invited to highlight any gaps identified and opportunities for further work.
Links to the existing RCSLT content for AAC:

- **Guidance**

- **Learning**

- **Influencing**

- **Evidence**

- **Overview (available to non-members)**

**Project context**

You can find the information on AAC in the Clinical Guidance A-Z list on the RCSLT website
[https://www.rcslt.org/members/clinical-guidance](https://www.rcslt.org/members/clinical-guidance)

To navigate to this page, go to ‘menu’, and then ‘guidance’ then ‘clinical guidance’. You will need to be logged in to the website to see this content. If you have any difficulty logging in, please email [info@rcslt.org](mailto:info@rcslt.org).

This information supersedes any clinical information previously found in the following outdated publications:

- Clinical Guidelines (RCSLT, 2005)
- Communicating Quality 3 (RCSLT, 2006)
- Resource manual for commissioners (RCSLT, 2009)

All clinical information should be read in conjunction with other RCSLT guidance:

- **Clinical Guidance** – where you’ll find guidance, learning, evidence and influencing information around a range of clinical topics: [https://www.rcslt.org/members/clinical-guidance](https://www.rcslt.org/members/clinical-guidance)
- **Delivering Quality Services** – where you’ll find guidance around a range of topics to support SLTs to deliver quality services: [https://www.rcslt.org/members/delivering-quality-services](https://www.rcslt.org/members/delivering-quality-services)
- **Professional Accountability and Autonomy / HCPC** – where you’ll find guidance to help SLTs meet the HCPC regulatory standards: [https://www.rcslt.org/members/delivering-quality-services/professional-accountability-and-autonomy](https://www.rcslt.org/members/delivering-quality-services/professional-accountability-and-autonomy)
- **Settings** – where you’ll find guidance, learning, evidence and influencing information for SLTs working in different settings: [https://www.rcslt.org/members/settings](https://www.rcslt.org/members/settings)
## Roles and responsibilities

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<tr>
<th>Role</th>
<th>Responsibilities</th>
<th>Estimated time commitment</th>
<th>Time scale</th>
<th>Paid?</th>
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| Project Manager (RCSLT staff) | • Coordinate the development of the resources  
• Ensure that the webpages are developed in accordance with the process outlined below  
• Co-chair and facilitate meetings with the Lead Author  
• Key point of contact at the RCSLT for members for that particular topic                                                                                         | N/A                         | N/A                            | N/A  |
| Lead Author                   | • Agree and complete the scope form and work plan, with support from Supporting Authors and RCSLT Project Manager  
• Undertake research, consult with Supporting Authors and write a draft copy of the update (both member and public/non-member information)  
• Review and incorporate feedback from member consultation on member content to prepare final version, with support from Supporting Authors  
• Review and incorporate feedback from stakeholder consultation on public/non-member content to prepare final version, with support from Supporting Authors | 15 – 20 days               | January – November 2020 (estimated) | Yes  |
| Supporting Authors            | • Take part in four or five meetings (face to face or virtual) to:  
  i) discuss and agree the scope  
  ii) review draft member content  
  iii) review feedback from member consultation  
  iv) review draft public/non-member content  
  v) review feedback from consultation on public/non-member content  
• Review and provide feedback on draft content and undertake pre-meeting preparation as required                                                                   | 5 – 7 days                  | January – November 2020 (estimated) | No   |
| Project Reference Group       | • Provide input into the scope of the project (answer key questions by email)  
• Review draft content (member and public/non-member) and provide feedback at consultation stages  
• Act as point of contact throughout the project for Authors who may contact the group with specific questions/queries                                                                 | 1 – 2 days                  | January – November 2020 (estimated) | No   |
Timeframe and commitment

Timeframes will be confirmed during the planning stage (see below) but it usually takes around ten to twelve months to update online guidance such as this and we estimate that the guidance will be ready to be published in winter 2020.

The maximum fee payable to the Lead Author will be negotiated once the appointment has been made and we will ask that they commit to completing the work for a fee (when signing the contract).

Development Process

The process for updating clinical content is outlined below.

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<tr>
<th>Stage</th>
<th>Steps</th>
<th>Activity sequence</th>
<th>Estimated timescale</th>
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| Plan                   | Agree the scope, outputs and project plan| • **Lead Author** and Project Manager to discuss project timelines, stakeholders and prepare for the scoping meeting.  
• Project Manager to provide **Lead Author** with full information about role, webpage template and style guide.  
• **Lead Author** to prepare for meeting by reviewing information supplied and undertaking preliminary research for agreeing the scope.  
• Project Manager to send key questions to **Project Reference Group** to help inform the scope.  
• **Lead Author** and **Supporting Authors** to attend scoping meeting with the Project Manager to agree the scope, outputs and project plan. | Jan/Feb 2020         |
|                        | Complete the scope form and project plan | • **Lead Author** to complete the scope form and project plan, with support from the Project Manager and Supporting Authors.  
• **Lead Author** to email the scope form and project plan to the Project Manager.  
• RCSLT Professional Development Manager and Project Manager to meet to review and approve.  
• Once this is approved, the project can progress to the development stage. | Feb 2020             |
| Develop                | Undertake research                        | • **Lead Author** to undertake desk based research and consult with colleagues as appropriate.                                                                                                                   | Feb 2020             |
|                        | Prepare draft member content              | • **Lead Author** to prepare first draft of member content.  
• **Lead Author** and **Supporting Authors** to attend meeting to discuss first draft of member content.  
• **Lead Author** to update draft using feedback from meeting.  
• **Supporting authors** to review and check draft reflects their discussions.  
• **Lead Author** to submit updated draft to Project Manager. | March/April 2020     |
|                        | Member consultation                       | • Project Manager to send draft member content to members for consultation (including **Project Reference Group** and other member networks e.g. CENs)  
• **Project Reference Group** and other members to send feedback to Project Manager who will collate and forward to the **Lead Author**. | May/June 2020       |
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| Update draft member content | • Project Manager to arrange meeting with **Lead Author and Supporting Authors**.  
• **Lead Author, Supporting Authors** and Project Manager to use meeting to review feedback from member consultation.  
• **Lead Author** to update member content.  
• **Supporting Authors** to review and check final draft reflects their discussions. | June/July 2020                                   |
| Prepare draft public content | • **Lead Author** to prepare first draft of public content.  
• **Lead Author and Supporting Authors** to attend meeting/conference call to discuss first draft of public/non-member content.  
• **Lead Author** to update draft using feedback from meeting.  
• **Supporting Authors** to review and check draft reflects their discussions.  
• **Lead Author** to submit updated draft to Project Manager. | July/Aug 2020                                   |
| Stakeholder Consultation  | • Project Manager to share draft with members (including **Project Reference Group** and other member networks e.g. CENs) as well as external stakeholders (stakeholders agreed during scoping).  
• Project Manager to share feedback with **Lead Author and Supporting Authors**. | Aug/Sept 2020                                   |
| Update draft public content | • Project Manager to arrange meeting with **Lead Author and Supporting Authors**.  
• **Lead Author, Supporting Authors** and Project Manager to use meeting to review feedback from stakeholder consultation.  
• **Lead Author** to update public content.  
• **Supporting Authors** to review and check final draft reflects their discussions. | Sept/Oct 2020                                   |
| Agree communication and future work | • **Lead Author and Supporting Authors** to identify opportunities for further work.  
• **Lead Author and Supporting Authors** to agree promotion and dissemination of new content and resources and update communication plan. | Sept/Oct 2020                                   |
| Review and editing by RCSLT to produce final version | • RCSLT Web Editor to proof read, edit and create webpages. | Oct 2020                                         |
| Deliver                  | Publication and dissemination | • Project Manager to alert staff and members as agreed in the Project/Communication Plan. | Oct/Nov 2020        |
| Evaluate and close       | Evaluate and consider next steps | • **Lead Author and Supporting Authors** to complete short evaluation questionnaire.  
• Project Manager and Professional Development Manager to review suggestions for further work. | Oct/Nov 2020        |
Application process

If you are interested in being involved in this project, please complete the application form, and submit it to lorna.baxter@rcslt.org.

Applications will be considered to ensure that the project team has the necessary expertise and represents a range of backgrounds and experiences – it may not be possible for all applicants to be appointed. RCSLT decisions are final.

Any questions?
If you have any queries please email Lorna Baxter at lorna.baxter@rcslt.org.