**Update of RCSLT guidance, resources, and SLT competency framework for dysphagia/eating, drinking, and swallowing (EDS)**

**Further information about project roles**

**This document is split into the following sections:**

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# Project aim and objectives

The aim of this project is to review and update the existing RCSLT guidance, resources, and SLT competency framework within dysphagia/EDS and the role of speech and language therapy.

The project objectives and final outputs will be agreed at the first project meeting, but generally will:

* provide a ‘one stop shop’ for SLTs to find information on dysphagia/EDS
* provide and collate best practice guidance for SLTs working in dysphagia/EDS
* define the role of speech and language therapy within this clinical area
* identify workforce and requirements and issues in this clinical area
* promote the SLTs role within this clinical area to external stakeholders
* produce a dysphagia/EDS competency framework for SLTs which aligns with the professional development framework
1. The development of information, resources and framework **for speech and language therapists**, which will:
	* be relevant for all RCSLT members working with children and/or adults who have dysphagia/EDS difficulties, taking account of different:
		+ Geographical areas across the UK
		+ Employment contexts
		+ Settings and sectors
		+ Client groups e.g. paediatric, adult neuro
	* 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
	* Support members to map the development of their dysphagia/EDS skills across their career
2. 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.

**The working group will review and update the following****:**

**Dysphagia guidance -** [**https://www.rcslt.org/members/clinical-guidance/dysphagia/dysphagia-guidance/**](https://www.rcslt.org/members/clinical-guidance/dysphagia/dysphagia-guidance/)

**Dysphagia learning -** [**https://www.rcslt.org/members/clinical-guidance/dysphagia/dysphagia-learning/**](https://www.rcslt.org/members/clinical-guidance/dysphagia/dysphagia-learning/)

**Dysphagia influencing -** [**https://www.rcslt.org/members/clinical-guidance/dysphagia/dysphagia-influencing/**](https://www.rcslt.org/members/clinical-guidance/dysphagia/dysphagia-influencing/)

**Dysphagia factsheet -** [**https://www.rcslt.org/wp-content/uploads/media/Project/RCSLT/dysphagia-factsheet-2016.pdf**](https://www.rcslt.org/wp-content/uploads/media/Project/RCSLT/dysphagia-factsheet-2016.pdf)

**2014 Dysphagia competencies -** [**https://www.rcslt.org/wp-content/uploads/media/dysphagia-training-and-competency-framework-2014-pdf.pdf**](https://www.rcslt.org/wp-content/uploads/media/dysphagia-training-and-competency-framework-2014-pdf.pdf)

**Project context**

You can find the existing information on dysphagia/EDS in the Clinical Guidance A-Z list on the RCSLT website <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.

This existing 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>
* **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>
* **Meeting the HCPC Standards** – where you’ll find guidance to help SLTs meet the HCPC regulatory standards: <https://www.rcslt.org/members/delivering-quality-services/meeting-the-hcpc-standards-guidance/>
* **Settings** – where you’ll find guidance, learning, evidence and influencing information for SLTs working in different settings: <https://www.rcslt.org/members/settings>

**Roles and responsibilities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Responsibilities** | **Estimated time commitment** | **Time scale** | **Paid?** |
| **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
* Review and incorporate feedback from member consultation, with support from Supporting Authors
* Review and incorporate feedback from stakeholder consultation to prepare a final version, with support from Supporting Authors
 | 15 – 20 days | October 2023-September 2024 | Yes |
| **Supporting Authors** | * Take part in approx. four meetings (virtual or face-to-face) to:
1. discuss and agree the scope
2. discuss and agree the content
3. review feedback from member consultation
4. review feedback from stakeholder consultation
* Review and provide feedback on draft content and undertake pre-meeting preparation as required
 | 5 – 7 days | October 2023 – September 2024 | No  |

**Timeframe and commitment**

Timeframes will be confirmed during the planning stage (see below) but it usually takes around twelve months to update online guidance and develop frameworks such as this and we estimate that the guidance will be ready to be published in September 2024.

**The lead and supporting authors must be available for a full day hybrid scoping meeting on 6th October 2023 and a half day online meeting on 17th November 2023.**

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.

| **Stage** | **Steps** | **Activity sequence**  | **Estimated timescale (to be completed by)** |
| --- | --- | --- | --- |
| **Plan** | Agree the scope, outputs and project plan | * **Lead Author** and Project Manager to discuss project timelines, stakeholder involvement (including service users) and prepare for the scoping meeting.
* Project Manager to provide **Lead Author** with full information about role, partially completed webpage template with guidance notes.
* **Lead Author** to prepare for meeting by reviewing information supplied and undertaking preliminary research for agreeing the scope.
* Project Managerto 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.
 | October – November 2023  |
| 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.
 |  October – November 2023 |
| **Develop**  | Undertake research | * **Lead Author** to undertake desk-based research and consult with colleagues as appropriate.
 | November-December 2023 |
| Prepare draft content | * **Lead Author** to prepare first draft.
* **Lead Author** and **Supporting Authors** to attend meeting to discuss first draft.
* **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.
 | December – January 2024 |
| Member and stakeholder consultation | * Project Manager to send draft to members and stakeholders for consultation
 | April 2024 |
| Update draft  | * 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**, **Supporting Authors** and Project Manager to agree stakeholders and which content is appropriate for wider consultation.
* **Lead Author** to prepare draft and send to Project Manager.
* Project Manager to send to **Supporting Authors** to review and confirm they are satisfied with the changes.
 | June 2024 |
| Review and editing by RCSLT to produce final version | * RCSLT Web Editor to proofread, edit and create webpages.
 | July/August 2024 |
| **Deliver** | Publication and dissemination | * Project Manager to alert staff and members as agreed in the Project / Communication Plan.
 | September 2024 |
| **Evaluate and close** |  | * **Lead Author** and **Supporting Authors** to complete short evaluation questionnaire.
* Project Manager and Professional Development Manager to review suggestions for further work.
 | October 2024 |

# Application process

If you are interested in being involved in this project, please complete the [online application form](https://docs.google.com/forms/d/e/1FAIpQLSdSqjg0gGgSgCDWZlnm1Y-BK7mzdKW-MBS8pF61wWFYh64_9Q/viewform?usp=sf_link) by 17th September 2023.

The RCSLT is committed to promoting a diverse workforce and to active policies which eliminate unfair discrimination. The RCSLT does not discriminate on any grounds other than the ability to carry out the job.

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.

Please note the RCSLT reserves the right not to name somebody as a Supporting Author in the final published guidance if they do not contribute to the project or attend meetings.

**Any questions?**

If you have any queries please email Kathleen.graham@rcslt.org