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| **Name:****Home:****Unique number:** |

 Photo:

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| **In accordance with the Accessible Information Standard please accept the below as formal notification of my information and communication preferences.** |
| **EXAMPLE:**I communicate verbally. To help me communicate I require processing time to formulate and answer and to speak. I may muddle my words at times. I have a good understanding of what is communicated to me. I need you to speak slowly and in simple language. The best way to communicate with me is with eye contact and to make sure I understand the conversation. |
| **The Accessible Information Standard:**Providers of health and social care services have a duty to support those who access their services who have sensory impairments and / or learning disabilities. They must:1. **Identify** the communication and information needs of those who use their service**.**
2. **Record** the communication and information needs they may have.
3. Have a consistent **flagging system** so that is a member of staff opens the individuals records it is immediately brought to their attention if the person has a communication or information need.
4. **Share** the identified information and communication needs of the individual when appropriate
5. **Meet** the communication and information needs identified.
6. **Review preferences and effectiveness of communication methods**
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