

COMPUTERIZED NOTETAKER

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<p>FACILITATE COMMUNICATION</p> <p>A</p>	Assess communication needs of groups A1	Meet communication needs in a variety of settings A2	Process audible and visual information A3	Synthesize message appropriate to consumer needs A4	Use correct spelling and grammar A6	Keyboard at a rate of <u>X</u> words per minute A7	Present message accurately A8
	Present message simultaneously by maintaining a reasonable time delay A9	Monitor message and revise message as required A10	Use appropriate abbreviations and acronyms A11	Be prepared for each assignment A12	Monitor consumer receptivity and revise message as required A13		
<p>ACT PROFESSIONALLY</p> <p>B</p>	Allow adequate time for set-up and troubleshooting B1	Start on time B2	Dress appropriately B3	Be prepared/have what you need B4	Interact with clients and other professionals in an appropriate manner B5	Maintain a positive attitude towards your work B6	Be respectable and courteous to others B7
	Display confidence B8	Participate in a professional association B9	Participate in on-going professional development B10	Work independently B11			
<p>WORK AS PART OF A TEAM</p> <p>C</p>	Give feedback in an appropriate manner C1	Be open to receive feedback C2	Provide support and advice to "teamer" C3	Maintain an equitable workload with "teamer" C4	Acknowledge and respect strengths and weakness of "teamer" C5		
<p>USE INTERPERSONAL SKILLS</p> <p>D</p>	Respect the diversity of others D1	Use culturally appropriate language D2	Respect and be supportive of the thoughts, opinions and contributions of others D3	Be able to identify personal/professional needs as appropriate D4	Manage and resolve conflict when appropriate D5		
<p>ACT ETHICALLY</p> <p>E</p>	Maintain confidentiality, neutrality and impartiality E1	Notetake objectively E2	Work within personal level of competence E3	Work within the boundaries of the profession e.g. refraining from counselling, advising and offering personal opinion E4	Maintain integrity in employment relationships E5	Follow the ethical guidelines of the employer E6	

USE TECHNOLOGY
F

Be computer literate F1	Be able to set up all necessary equipment F2	Be able to perform basic maintenance on all necessary equipment F3	Troubleshoot technical difficulties F4	Use a variety of word processing programs F5	Perform advanced software functions F6	Prepare backup plan in the event of experiencing technical difficulties F7
Be able to locate equipment that best meet the needs of the consumer F8	Be able to use the necessary technology and position themselves to hear all speakers F9					

MANAGE HEALTH AND WORK SAFELY
G

Be familiar with and follow appropriate ergonomic practices G1	Balance work and personal life G2	Manage stress in appropriate ways G3	Know personal limitations G4	Maintain the level of physical fitness required for the job G5	Adhere to workplace safety and health standards G6
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UNDERSTAND THE NEEDS OF THE CONSUMER
H

Be familiar with current assistive and communication devices H1	Be familiar with the unique culture/ characteristics of each consumer group H2	Meet the unique communication needs of each consumer group H3	Be familiar with the impact of hearing loss/vision loss/combination of both H4	Be familiar with the historical and current issues related to each consumer group H5	Be familiar with unique challenges faced by each consumer group H6
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ADVOCATE FOR SELF/CLIENT
I

Undertake on-going education on the role and responsibilities of a Computerized Notetaker I1	Outline the requirements for effective communication I2	Be assertive to arrange for what is needed for effective communication I3	Be familiar and current with the rights of consumer groups I4
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INTERVENE FOR DEAF/BLIND CONSUMER
J

NOTE: 1.) Shading denotes an additional skill that was added to the chart during the employer group DACUM validation session held 05-05-03

2.) The chart was validated by consumers at the consumer group DACUM validation session held 08-05-03