

Provincial Speech-Language Pathology Council for Early Child Development

TERMS OF REFERENCE *(revised September 2, 2014)*

The Provincial Speech-Language Pathology Council for Early Child Development is comprised of publicly funded Speech-Language Pathologists (SLPs) who provide a range of services to preschool children in British Columbia (BC). These services may include prevention and health promotion, identification, early intervention, education as well as collaboration with other early intervention service providers and families.

Mission

To support quality professional practices in the provision of publicly funded SLP services for infants and young children.

Purpose

- To communicate between the government and the members at large regarding issues that pertain to SLP services for preschool aged children.
- To advocate for equitable service across the province by coordinating with BC Association for SLPs and Audiologists (BCASLPA) and Speech-Language Audiology Canada (SAC).

Vision

To support SLPs in all settings, rural and urban, through best practices and advocacy so that all parents and caregivers will receive the support they require in helping their children develop their speech and language skills to their optimum ability.

All children who require speech and language intervention services will receive them in a timely and appropriate manner, based on evidence-based practice, individual child need, and the priorities of their family, within the context of their community.

Actions

- To identify and communicate concerns and emerging issues regarding SLP services for infants and young children in order to promote their health, well-being and participation in communities. This encompasses speech and language prevention and promotion, education as well as intervention services to children with delays/disorders in speech, language, hearing and/or swallowing.
- To communicate with the Ministry of Children and Family Development (MCFD), the Ministry of Health (MOH), the Ministry of Education, the College of Speech and Hearing Health Professionals of BC (CSHHPBC), professional associations and the Regional Governance Authorities on issues which affect the delivery of SLP services for children.
- To engage all publicly funded pediatric SLPs throughout BC in discussions regarding the issues and implications around the development and application of policies, guidelines and standards directed by the ministries and governance authorities.
- To support and advocate for development of best practice guidelines in pediatric SLP services.

- To collaborate with other professional organizations and consumer councils on issues of common concern.
- To promote coordinated and integrated Early Childhood Development services for children.

Membership

All SLPs working in publicly funded programs are considered to be members at large, and are invited to participate in this Council. The Executive Council is composed of one publicly funded SLP from each of the five regions (Vancouver Coastal, Fraser, Northern, Interior, and Vancouver Island) as established by MCFD and Health Regions. The Executive Council strives to have a balance in representation from public health and agency SLPs as well as those from both rural and urban communities.

Executive Council members are SLPs who provide publicly funded SLP services (i.e. those that are funded by the MCFD and/or the MOH). The MCFD, the MOH, BCASLPA, and the CSHHPBC are encouraged to have a representative on the Executive Council to allow for consistent communication.

Conduct

Members of the Executive Council are responsible for declaring any real or perceived conflict of interest.

Decision-Making Process

Decisions will be made by consensus.

Meetings

- Will be held on the first Tuesday of every month, 1:15 pm - 2:45 pm.
- Will occur via teleconference, unless otherwise arranged.

Roles & Responsibilities

These responsibilities require access to e-mail on a regular basis and at least 1-hour per week to follow-up on assigned action items.

- **All Executive Council Members**
 - Chair meetings, record minutes, and participate in teleconference calls.
 - Inform other council members if unable to attend a meeting and arrange for coverage of chair/recorder duties if needed.
 - Participates in teleconference calls with necessary documents for review on-hand.
 - Disseminate information between the council, MCFD, BCASLPA and the publicly funded pediatric SLPs across BC.
 - Represent publicly funded SLPs in their regions.
 - Distribute meeting minutes and other information to regional distribution lists.

- **Chair(s): Rotating**
 - Sets agenda and cancels meeting if appropriate.
 - Send meeting reminder and distribute agenda one week prior to meeting.
- **Recorder: Rotating**
 - Types minutes and ensures that first reference acronyms are spelled out with acronym in brackets and action items include timeframe and who has responsibility.
 - Sends draft minutes to guests and council members for review within one week of meeting.
 - Minutes will be approved at next meeting, or sooner.
 - Distributes final minutes to guests and council members for distribution to regional lists.

Review of Terms of Reference

To be reviewed on an annual basis.

Executive Council Term

Executive Council members will serve a minimum 2-year term.