



## TERMS OF REFERENCE

### ROLE OF SPEECH-LANGUAGE PATHOLOGISTS IN LONG-TERM CARE AD HOC COMMITTEE

#### **A Speech-Language & Audiology Canada (SAC) Position Paper:**

- Expresses SAC's position and explains, justifies or recommends a particular course of action on a specific topic. A position paper is developed for topics that require complex direction from the association including, but not limited to, changing roles and mandates or where clinical practice patterns are unclear or contentious;
- May have one or more intended goals including, but not limited to, public awareness, practice guidance, advocacy, promotion of the profession etc.;
- Has an intended audience of SAC members and associates, external stakeholders, consumers, employers, professional associations, regulatory bodies, funding agencies and policy makers.
- Is evidence-informed;
- Is approximately 1800 words in length plus references.

#### **Mandate**

The primary objective of the Role of Speech-Language Pathologists in Long-Term Care Ad Hoc Committee (hereafter referred to as 'Ad Hoc Committee') is to develop an SAC Position Paper for use by members, associates and the association to respond to issues and build awareness regarding this topic.

In 2021, the Speech-Language Pathology Services in Long-Term Care Working Group recommended that SAC develop a position paper about the role of speech-language pathologists (S-LPs) in long-term care (LTC) settings to support the association's ongoing advocacy initiatives in this area.

In this context, the Ad Hoc Committee will develop a new position paper to:

- Promote the important role of S-LPs in providing quality care and enhancing quality of life for residents of LTC homes;
- Provide guidance to SAC members and associates on evidence-informed speech-language pathology service delivery models specific to LTC settings;
- Support the roles and responsibilities of S-LPs providing dysphagia and communication management services within interprofessional teams in LTC homes;
- Educate governments, policy makers, care home administrators, residents and their family members, other professions, and other LTC stakeholders about the communication and swallowing needs of LTC residents and evidenced-informed speech-language pathology services related to the LTC setting;

- Support SAC's advocacy messaging regarding this topic;
- Identify research opportunities on this topic.

### **Reporting Relationship**

The Ad Hoc Committee reports to the SAC Board of Directors.

### **Nomination**

The members of the Ad Hoc Committee are SAC members and are appointed by the Board of Directors following a call for volunteers for this project.

### **Membership**

The Ad Hoc Committee shall be composed of a minimum of 3 and maximum of 5 SAC speech-language pathology members. The Ad Hoc Committee will be selected to reflect the diversity of the membership and will include S-LPs with experience providing services and/or conducting research in the LTC setting. One Ad Hoc Committee member shall serve as Chair, and at least one Ad Hoc Committee member should have a strong research background related to the topic. One member should be a recent graduate (that is, have less than 5 years post-graduate experience).

The staff liaison supports the Ad Hoc Committee, is non-voting and is not included in the minimum or maximum number of committee members. The staff liaison provides direction and guidance to the Ad Hoc Committee, and seeks and facilitates response to feedback and direction received from SAC staff, review panel and the Board of Directors. The staff liaison is responsible for scheduling meetings based on the Chair's availability and taking meeting notes. The staff liaison circulates agendas, meeting notes and other relevant documents. For this Ad Hoc Committee, the staff liaison is the Speech-Language Pathology Advisor for Long-Term Care.

### **Chair**

The Chair of the Ad Hoc Committee will be appointed by the Board of Directors. The staff liaison works collaboratively with the Chair to provide leadership to the Ad Hoc Committee, including developing the project plan and meeting agendas. The Chair is responsible for leading the meetings and ensuring that all committee members have an opportunity to contribute to discussions and decision-making.

### **Term**

The Chair and committee members will serve for the duration of the project, expected to be 12-18 months with an anticipated start date January 2022.

### **Removal of Chair/Members**

The Chair or members of the Ad Hoc committee may be removed if, in the opinion of the Board, the Chair or member is incapacitated, is unable to carry out the duties of the office or is in violation of the Committee Volunteer Code of Conduct. The SAC Chair may communicate the decision or may delegate such authority to the Ad Hoc Committee Chair. The member may also step down from their role voluntarily if they are no longer able to perform the duties as

assigned. In this case, the Ad Hoc Committee Chair will have the option to replace the member with another member.

### **Meetings**

The Ad Hoc Committee may meet by teleconference or by other electronic means that permit each member of the Ad Hoc Committee to communicate adequately with each other provided that a majority of the members of Ad Hoc Committee consents to the meeting being held in that manner.

### **Quorum**

50% + 1 will constitute quorum.

### **Decision-Making**

The position paper developed by the Ad Hoc Committee will be completed by consensus. The SAC Board of Directors will be responsible for the final approval of the position paper.

### **Agenda**

The Chair will develop and circulate all agendas in advance of the meetings with the assistance of the staff liaison.

### **Minutes**

Minutes are not required.

### **End Product**

The position paper is the end product for the Ad Hoc Committee. Ad Hoc Committee members may also be given the opportunity to present an SAC webinar on this topic should they be interested.

*Approved by the Board of Directors on November 22, 2021*