

## Speech and Hearing BC Policy Statement & Procedures

### I.19

#### AREA: Governance

#### SUBJECT: Position Papers

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#### POLICY:

Speech and Hearing BC recognizes the importance of taking an official position on certain professional issues. These include new professional activities, controversial areas of practice, and other issues that reflect the need for direction from a professional body in times of changing roles and mandates. Position papers reflect the official position of the Association on an issue at the time of approval by Provincial Council (PC). Development of position papers must follow accepted procedures, and every effort must be made to ensure that appropriate and sufficient research is completed to support position papers, and to ensure that the statements therein represent the understanding of the majority of informed members. Additionally, perspectives and interests of all relevant sectors outside Speech and Hearing BC should be considered if they might be impacted by the subject matter or position. Position Papers should be reviewed on a prescribed schedule, which should be indicated within the Position Paper itself. No person should serve on a Position Paper Committee where there is potential for conflict of interest. In supporting a Position Paper, Speech and Hearing BC in no way endorses a particular product or service.

#### PROCEDURE:

- In the event that a new Position Paper is required, or an existing Position Paper is due for review, PC will strike an Ad Hoc Committee, or will assign the task to an Existing Standing Committee that has special interest and expertise in the area. The Committee will have a minimum of 6 members, who will collectively have sufficient knowledge, experience, and diversity to allow them to adequately complete necessary research, and reflect the views of the majority of members of the Association who are affected by the issue. In instances when committee membership does not include a PC member, the committee will maintain a Provincial Council liaison with the Provincial Director who has the most relevant mandate to be supportive of the Committee during development of the paper.
- The Committee will first prepare their Terms of Reference, which will include composition of the committee membership, PC liaison, duration of the committee, and purpose of the committee.
- The Committee will conduct research to determine whether other professional associations have position papers on the topic of interest. When available, SAC position papers, positions papers from International Associations of Audiologists and Speech-Language Pathologists, and those of other provincial associations will be used as a reference for Speech and Hearing BC Position Papers on topics of relevance to Joint Membership and the Joint Alliance. When such documents are not available,. The policy

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on Project/Task Consultation will be used as a reference to ensure that the Committee elicits perspective from any group who might be impacted by position statements under development.

- A standard format will be used:
  - Introduction – Purpose and Rationale for the Position Paper
  - Background Information, including existing Position Papers from other Associations
  - Statement – Official Position Statement
  - Key Terms and Definitions
  - Guidelines
  - Recommendations
  - Bibliography or References
  - Appendices (Graphs, Charts, Related Documents)
  - Recommended Review Schedule
- A peer review process will be initiated, that includes:
  - Circulation of the draft document to as many colleagues as possible for a peer review and critical comment. Subsequent revision.
  
  - Publication in Vibrations and/or the Speech and Hearing BC Website of the document in its final draft form along with requests for feedback, and a feedback questionnaire
  
  - Hosting a forum (if necessary) at the Speech and Hearing BC Annual Conference or Special Meeting
- Following peer review, the Committee will use its discretion to make any changes to the document before submitting it to PC for final approval
- The proposed Position Paper will be submitted to PC at least 2 weeks in advance of the PC meeting in which it will be considered for approval.
- PC will make the final determination by approving, rejecting or recommending changes to the proposed Position Paper.