

Provincial Medical Sign Language Interpreting Services Community Advisory Group (CAG)

EXPRESSIONS OF INTEREST

Purpose:

The Community Advisory Group (CAG) will provide guidance and advice to the Provincial Language Services (PLS), a program of the Provincial Health Services Authority (PHSA), for planning, designing and ongoing monitoring of a new model for provision of medical Sign language interpreting services across BC.

Background:

The Provincial Language Service (PLS) Provincial Medical Sign Language Interpreting Community Advisory Group (CAG) is the direct result of feedback received in 2018 during the PLS engagement with the Deaf, Deaf-Blind and Hard of Hearing community on the future of the provincial medical Sign language interpreting services. Feedback from the engagement sessions was consistent regarding the importance and necessity of a deaf-led process going forward.

Functions:

The CAG will:

- Provide input towards the future model for delivery of the provincial medical Sign language interpreting services;
- Review the position competencies for a service coordinator position;
- Review the service deliverables for the Request for Proposal¹ for provincial medical Sign language interpreting service provision;
- Review the overall action/milestone plan² for the future of provincial medical Sign language interpreting services as well as inform the communications plan for community outreach;
- Inform key areas of future work, including gaps in care and/or emerging priorities based on evidence; and
- Use experiences and connections to strengthen community engagement with the PLS program, PHSA and other health organizations.

The CAG is not a decision-making body. The final decision maker is the PLS Director/PHSA Leadership.

In addition to the CAG, more local and tailored engagement opportunities will accompany the CAG's approach to ensure that advice is gathered more broadly from the community.

¹ Document used in procurement procedures through which a purchaser advises the potential suppliers of (1) scope of work, (2) specifications, (3) schedules or timelines, (4) contract type, (5) data requirements, (6) terms and conditions, (7) description of goods and/or services to be procured, (8) general criteria used in evaluation procedure, (9) special contractual requirements, (10) technical goals, (11) instructions for preparation of technical, management, and/or cost proposals. RFPs are publicly advertised and suppliers respond with a detailed proposal, not with only a price quotation

² Please refer to accompanying documents.

Membership:

The CAG will consist of up to eight (8) representatives who are deaf, deaf-blind and/or hard of hearing and 2(two) to 3 (three) representatives from the PLS, PHSA and other organizations. Participants must have regular access to email. This will be primary means of communicating with CAG members. An honorarium of \$50/meeting (meetings will average 2 hours) will be provided to CAG members, in addition to parking expenses being covered.

The following eligibility criteria are also the direct result of feedback received during the PLS engagement with the Deaf, Deaf-Blind and Hard of Hearing communities.

The CAG will be formed based on two sets of criteria:

1. Primary criteria consider diversity in terms of service use and geographic representation.
 - Diversity in type of language support required
 - We will seek to have representative who are deaf, deaf-blind and hard of hearing representatives
 - Geographic representation
 - We will seek to have representatives from each of the following areas of British Columbia: Greater Vancouver, Interior, Vancouver Island, and Northern BC.
2. Secondary criteria consider the overall diversity of representatives related to the following categories ensuring membership is as diverse as possible:
 - Age
 - Indigenous ancestry
 - Ethnocultural background
 - Gender identity
 - Urban / non-urban
 - Immigrants/refugees
 - Deaf-plus

Application Process:

PLS will establish a neutral and unbiased selection committee that will be responsible for the initial appointment of CAG members. Members of the selection committee will not be eligible to apply to be a member of the CAG.

An Expression of Interest can be submitted by interested community members:

1. Via an online application form - [Expression of Interest Community Advisory Group Application Link](#)
2. By email (addressing all questions in the application); or
3. By a vlog submission (addressing all the questions in the application).

Please send the email or vlog submission to pls@phsa.ca. Please note: All information submitted will be held in strict confidence.