

# JBC Collaborating Entity Directorship

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## 1. Introduction

Centre of Excellence Directors and Affiliated Group Convenors are responsible for the scientific and administrative leadership of a Joanna Briggs Collaboration (JBC) Collaborating Entity and its general performance. They ensure that key performance indicators are met each year and that the Entity has continued sufficient infrastructure to comply with the Collaborating Entity Agreement and the Entity Terms of Agreement outlined in the Joanna Briggs Collaboration Handbook.

In this policy the term *Entity Directorship* refers to Centre of Excellence Directors and Affiliated Group Convenors.

## 2. Policy

### 2.1 Directorship Profile

Centre of Excellence Directors and Affiliated Group Convenors are persons of high academic standing with international experience, proven leadership skills and the ability to enhance and maintain a JBC Collaborating Entity that facilitates the generation and dissemination of systematic reviews, implementation reports, methodological research and knowledge translation to enhance evidence-informed healthcare and policy. Nominees should possess the following knowledge, skills and experience:

- Considerable experience and understanding in the conduct of JBI Systematic Reviews or JBI Implementation Reports
- Completed the JBI Comprehensive Systematic Review Training Program (CSRTP) and/or the JBI Evidenced Based Clinical Fellows Program (EBCFP)
- Experience in health-related research at a senior level, with international standing
- Publications in peer-reviewed journals, including multiple first-authored papers
- Extensive experience in the management of projects, staff and budgets, including the development of a multi-year programme of work
- Demonstrated experience and understanding of integrated healthcare delivery systems and principles of evidence-based health care
- Excellent communication skills, both written and oral, and a passionate champion of evidence-based health care/practice
- Ability to work collaboratively and to provide leadership
- Ability to work with people from a range of backgrounds, including healthcare and methodological specialists

### 2.2 Appointment

Centre of Excellence Directors and Affiliated Group Convenors are nominated at the time of application to the JBI Collaboration Support Unit. Directors and Convenors will be formally appointed following approval from the JBI Executive.

### 2.3 Roles and Responsibilities

Centre of Excellence Directors and Affiliated Group Convenors are responsible for:

- Managing the operations and activities of the Collaborating Entity in line with the requirements prescribed in the Collaborating Entity Agreement with JBI and the Entity Terms of Agreement, detailed in the JBC Handbook
- Providing leadership in developing and executing a three-year strategic and implementation plan, and evaluating progress toward Entity goals and objectives
- Ensuring the sustainable financial health of the Entity in order to achieve strategic goals
- Ensuring that a minimum of 3 (three) Core staff have successfully completed the JBI Comprehensive Systematic Review Training Program or Clinical Fellowship Program
- Participating in an annual formative review of Entity activities in years one and two of the three-year agreement with JBI; and participating in a summative review of Entity activities prior to the Completion Date of the Agreement with JBI, in accordance with the JBC Handbook
- Preparing and submitting Annual Activity Reports, Regional Reports and any other reports as required by JBI or Regional Chairs
- Encouraging Entity staff to participate in Collaboration-wide activities as a way of developing a sense of belonging to the JBC (outside of internal Collaborating Entity Activities)
- Engaging with stakeholders within their regional jurisdiction to promote and support JBI evidence informed approaches to the delivery of health care practice and policy
- Communicating effectively within and across the Joanna Briggs Collaboration, engaging in collaborative activities where possible

Centre of Excellence Directors only:

- Attending all Committee of Directors meetings including 2 Teleconferences and 1 face-to-face meeting (inclusive of Conference, 5 days in full) per annum. Affiliated Group Convenors are invited to attend, however attendance is not mandatory
- Participating in Regional symposia and meetings of Regional Standing Committees

### 2.4 Co-Directorship

Co-Directorship of Collaborating Entities is permitted pending the approval of the JBI Executive Director and the Collaboration Support Unit. Collaborating Entities requesting Co-Directorship must follow the procedures set out in this policy. Collaborating Entities that operate under a Co-Directorship model will only be eligible to receive funding for one Director to attend the face-to-face Committee of Directors meeting, and will only have the right to one vote at any Committee of Directors or Regional Standing Committee Meeting.

### 2.5 Remuneration

Entity Directorship positions are voluntary and non-remunerated. Centres of Excellence and Affiliated Groups are required to provide sufficient in-kind assistance for base level staffing and infrastructure to enable the effective operation of the Collaborating Entity, including the FTE of Entity Directorship personnel, as per their Collaborating Entity Agreement with JBI.

## 3. Procedures

### 3.1 Appointment

Nominated Directors and Convenors must submit a full Curriculum Vitae as a part of their Collaborating Entity application. The Collaboration Support Unit and JBI Executive will review the attachment in line with the JBC Centre of Excellence Review Criteria and the Review processes outlined in the JBC Handbook. Directors and Convenors will be formally appointed following approval from the JBI Executive.

### 3.2 Co-Directorship

Existing Collaborating Entities that would like to move to a Co-Directorship model must seek approval in writing from the JBI Executive Director and Collaboration Support Office. They must include a full Curriculum Vitae of the proposed Co-Director/Convenor. The JBI Executive Director and Collaboration Support Unit will provide a response in writing within 2 (two) weeks of receipt of the request.

### 3.3 Changes to Directorship

In the event that a Centre of Excellence Director or an Affiliated Group Convenor resigns prior to the completion of their Collaborating Entity's Agreement, they must provide notification of their resignation in writing to the JBI Executive Director and the Collaboration Support Unit [jbc@adelaide.edu.au](mailto:jbc@adelaide.edu.au). They must also nominate a successor and submit a full Curriculum Vitae of the nominee to the JBI Executive Director for approval. In the event that a successor cannot be immediately nominated, a Deputy Director or a senior Core Staff member may be nominated to act until a successor can be appointed. The Collaboration Administrative Assistant will update all internal registers and databases as per the '[Collaboration Entity Staff Administration Policy](#)'.

## 4. Associated Documents

Title
Joanna Briggs Collaboration Handbook
Centre of Excellence Agreement
Affiliated Group Agreement
Collaboration Entity Staff Administration Policy

## 5. Document Control

Date	Version	Comments	Author/s
09/08/2016	0.1		Bianca Pilla
29/09/2016	1.0		Bianca Pilla, Craig Lockwood