

# Collaborating Entity Staff Administration

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## 1. Introduction

This policy details the establishment and maintenance of all Joanna Briggs Collaboration (JBC) administrative records, databases, mail serves and permissions that support the operational needs of JBC Collaborating Entities. Including:

- JBC internal registers
- Mail Serves
- JBIconnect+ and SUMMARI Special User Access
- File Maker Pro Database
- JBI Website Collaborating Entity page
- JBISRIR peer reviewer enrolment

## 2. Policy

The Collaboration Support Unit (CSU) is responsible for establishing, maintaining and updating all administrative records and databases pertaining to Centres of Excellence and Affiliated Groups, as outlined in Item 1 above. Centre and Group members are classified into four different categories, according to their role within the Collaborating Entity, and are accorded varying levels of access to JBI tools, databases and mail serves.

### 2.1 Centre Directors and Group Convenors

Centre of Excellence Directors and Deputy Directors and Affiliated Group Convenors are responsible for the scientific and administrative leadership of an 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 terms of agreement outlined in the Joanna Briggs Collaboration Handbook.

Directors and Convenors are self-appointed at the time of application to become a JBI Collaborating Entity. For policies and procedures relating to the nomination, appointment or changes of directorship please refer to the 'JBC Entity Directorship Policy', outlined in the Joanna Briggs Collaboration Handbook.

The CSU has dedicated mail serves to enable direct communication with Entity Directors and Convenors as a whole, in addition to internal registers that record their individual and entity contact details and affiliations.

Directors and Convenors are granted complimentary Special User access to JBIconnect+ for the duration of their Legal Agreement with JBI.

### 2.2 Core Staff

Core Staff are those persons that are integral to the primary activities of any Collaborating Entity. Including, but not limited to, persons that have an essential administrative role; that lead synthesis or implementation projects; that are key to delivering educational programs; and are key to fostering and establishing collaborations.

Core staff members would normally work with a Collaborating Entity on an ongoing basis in a defined FTE capacity.

Centres of Excellence and Affiliated Groups may nominate up to a maximum of 10 (ten) Core Staff members who are eligible to receive complimentary Special User access to JBICConnect+. Core Staff are granted Special User access to JBICConnect+ for a period of up to three years in line with Centre/Group Legal Agreements. This access is automatically renewed pending the renewal of a Centre/Group Legal Agreement.

In exceptional cases, JBI may recognise additional Core Staff where the Centre Director has written to the Executive Director of JBI indicating why a specific individual should be recognised as a core staff member above the stated maximum.

The CSU conducts a Core Staff update for Collaborating Entities on an annual basis.

### 2.3 Adjunct Staff

Adjunct Staff members from either Affiliated Groups or Centres of Excellence are welcome at any time, and will be listed on the website, under a new heading 'Adjunct Membership'. Adjunct Staff members are those persons that work with a Collaborating Entity for project-specific activities that are time-bound or are an honorary appointment to recognise particular persons for an important affiliation with the organisation. Adjunct membership confers no specific benefits other than the ability to remain on mailing lists and stay up to date with JBI activities and events.

### 2.4 Students

Centre or Group Students are those persons who have completed the JBI Comprehensive Systematic Review Training Program (CS RTP) or the Evidenced Based Clinical Fellows Program (EBCFP). Students receive a one-year subscription to SUMARI when they enrol in the latter courses as a part of their registration fee. Any other Students that are affiliated with Centres of Excellence or Affiliated Groups who have not completed CS RTP or EBCFP must purchase an individual subscription to SUMARI or JBICConnect+ through Wolters Kluwer Health (Ovid) when required. Students will not be listed on JBI Collaborating Entity Web Pages.

## 3 Procedures

### 3.1 Mail Serves

The following mail serves have been set up to administer communication with the Joanna Briggs Collaboration:

- JBC Directors (includes Centre of Excellence Directors and Deputy Directors)  
[jbcdirectors.jbi-v@list.adelaide.edu.au](mailto:jbcdirectors.jbi-v@list.adelaide.edu.au)
- JBC Groups (includes Affiliated Group Convenors)  
[jbcgroups.jbi-v@list.adelaide.edu.au](mailto:jbcgroups.jbi-v@list.adelaide.edu.au)
- Australasian Region [australasia-v.jbc@list.adelaide.edu.au](mailto:australasia-v.jbc@list.adelaide.edu.au)
- Americas Region [americas-v.jbc@list.adelaide.edu.au](mailto:americas-v.jbc@list.adelaide.edu.au)
- Asia Region [asia-v.jbc@list.adelaide.edu.au](mailto:asia-v.jbc@list.adelaide.edu.au)
- Central Region [central-v.jbc@list.adelaide.edu.au](mailto:central-v.jbc@list.adelaide.edu.au)
- Europe Region [europa-v.jbc@list.adelaide.edu.au](mailto:europa-v.jbc@list.adelaide.edu.au)

The CSU Administrative Assistant will request the most suitable email addresses from the Director/Group Convenor and Deputy Director upon initial set up of the Collaboration Entity to add to the mailing lists (as per Welcome Email).

Should there be any changes to directorship of a Collaborating Entity, it is the responsibility of the Director/Convenor to notify the Collaboration Support Unit at [jbc@adelaide.edu.au](mailto:jbc@adelaide.edu.au) so that the mail serves can be updated accordingly.

### 3.2 Special Users

Collaborating Entities may nominate up to a maximum of 10 (ten) Core staff to receive Special User Access to JBIConnect+.

To set up access for new Core Staff, the Director/Convenor is required to complete a Special User form for each Core Staff member, ensuring that a completed CS RTP certificate has been attached to each form, and email the electronic copies to the CSU Administrative Officer for processing [jbc@adelaide.edu.au](mailto:jbc@adelaide.edu.au).

Core Staff are permitted up to 3 years access to full JBI Connect+ in line with their collaborating entity legal agreement. Once processing is complete, each Core Staff member will be emailed their separate login details, thereby confirming their Special User Access.

Should there be any changes to a Centre/Group's Core Staff list, it is the responsibility of the Director/Convenor to notify the Collaboration Support Unit at [jbc@adelaide.edu.au](mailto:jbc@adelaide.edu.au) so that user access can be adjusted i.e. new or resigned Core Staff member.

### 3.3 Entity JBC Web page on JBI Website

The CSU Administrative Assistant is responsible for maintaining the information on the Joanna Briggs Collaboration page of the JBI Website <http://joannabriggs.org/JBC.aspx>. Each Collaborating Entity has their own sub-section listing their Centre/Group details, including leadership, Core and Adjunct staff members, background and scientific focus.

The CSU Administrative Officer will request information for the Centre/Group's web page from the Director/Group Convenor upon initial set up of the Collaboration Entity to add to the JBI website (as per Welcome Email).

Should there be any changes to the existing entity information i.e. new or resigned Core Staff, change of address, it is the responsibility of the Director/Convenor to notify the Collaboration Support Unit at [jbc@adelaide.edu.au](mailto:jbc@adelaide.edu.au) so that their web page can be updated.

Only current Core and Adjunct staff members will be listed on Entity web pages (calendar year).

### 3.4 Annual Entity Staff Update

The Collaboration Support Unit will conduct an annual Entity Staff update to ensure that Collaborating Entity records are maintained accurately and are up to date. The CSU Administrative Assistant will send a request for 'Entity Staff Update' out to the JBC Directors and Convenors in April of each year.

Directors and Convenors must send their Entity Staff Update to the CSU Administrative Officer at [jbc@adelaide.edu.au](mailto:jbc@adelaide.edu.au) noting all Core Staff (maximum of 10) and Adjunct Staff, within 4 (four) weeks of the email request.

## 4 Associated Documents

Title
JBC Collaborating Entity Directorship Policy
Special User Form
Welcome email upon initial set up of Centre/Group
Core Staff Update email request

## 5 Document Control

Date	Version	Comments	Author/s
09-8-16	0.1 Draft	Policy	Bianca Pilla, Craig Lockwood
10-08-2016	0.2 Draft	Procedures	Adriana Turner
17-08-2016	1.0 Final		Bianca Pilla, Craig Lockwood