1. Introduction

The Joanna Briggs Institute (JBI) Implementation Science Division develops Evidence Summaries and Audit Criteria for eligible stakeholders. This policy details the criteria and procedures for eligible organizations obtaining both limited complimentary and fee for service Evidence Summaries and Audit Criteria.

Joanna Briggs Collaboration (JBC) Entities, subscribers to JBI’s Evidence-based Practice (EBP) Resources via OVID and JBI Endorsed organizations are eligible to request complimentary Evidence Summaries or Audit Criteria for specific projects which are then completed by JBI Implementation Science Academic Leads following prescribed methods. Evidence Summaries are also completed on a consultancy basis for other individuals and organizations, with a minor fee for the service.

The purpose of this policy is to:

- Outline the standard procedure to be taken for requesting Evidence Summary and Audit Criteria development.
- Provide a uniform template for requesting Evidence Summaries and Audit Criteria.

2. Responsibilities

2.1 JBI Implementation Division

The Director of the Implementation Science division is responsible for overseeing the development of JBI EBP Database resources, including the development of Evidence Summaries and Audit Criteria.

2.2 All JBI Staff

All JBI staff are responsible for complying with the policy and procedure requirements detailed in this document and other relevant documents described within.

3. Policy

3.1 Request for Evidence Summaries

3.1.1 Evidence Summaries are a form of rapid review on specific, focused policy and practice topics which are intended to inform clinical decision making. The framework within which JBI offers this service is that topics must be:

- Focused via a PICO structure
- Clearly about policy or practice
- Intended to inform clinical decision making within the following parameters:
  - the Evidence Summary request relates to a JBI Clinical Fellowship program of study; or
  - the Evidence Summary request is from a JBC Collaborating Entity, JBI subscriber via OVID or a JBI Endorsed organization.
3.1.2 This does not exclude the development of Evidence Summaries for other purposes, but all such other purposes fall under the definition of consultancy and are fee for service (see below 3.1.8).

3.1.3 Requests for Evidence Summaries need to be provided on the Evidence Summary Request Form template. The template is designed to assist requesting individuals and organizations to consider the key information needed to facilitate timely and efficient completion of an Evidence Summary.

3.1.4 Evidence summaries will aim to be completed within 6 weeks from receiving the evidence summary request form.

3.1.5 JBC Collaborating Entities and JBI Subscribers via Ovid

- When an individual from a JBC Collaborating Entity or a JBI Subscriber via OVID makes a request, it is attributed to the organization and counts toward their eligible 2 complimentary annual ES requests. Entities and subscribers are eligible for a maximum of two evidence summaries per calendar year; the exception to this is entities who undertake JBI Endorsement as per 3.1.6 below.
- Organizations that reach their complimentary annual total will be given opportunity to request topics on a fee for service basis (see 3.1.8 below).

3.1.6 JBI Endorsed organizations

- JBI Endorsed organizations may request two Evidence Summaries in the first calendar year of Endorsement, and four per subsequent calendar year while maintaining active endorsement. Where a JBI Centre of Excellence or Subscribing partner become a JBI Endorsed organization the higher numbers for JBI Endorsed organizations apply during the period of Endorsement.

3.1.7 Evidence-based Clinical Fellowship Program

- Evidence Summary requests specific to hosting a JBI Evidence-based Clinical Fellowship Program are exempt from the total annual count, however these must be for verified participants. A verified participant is someone within the organization who has registered with the JBI Transfer Science Division and for whom the program administration fee has been paid.

3.1.8 Fee for Service

- Evidence Summary requests that do not meet the three criteria (above) will be classified as ‘fee for service’ and do not count toward annual totals. Under a ‘fee for service’ model, any organization may request Evidence Summaries. The price reflects a cost-effective approach, the available timeframe and scope of the topic.

  - The pricing schedule is as follows:
    - High Income $1500 AUD excluding GST per evidence summary
    - Upper-Middle Income $750 AUD excluding GST per evidence summary
    - Low & lower-Middle Income No fee

3.2 Request for Audit Criteria

3.2.1 Audit Criteria are evidence-based standards of care intended to assist the evaluation of current practice against best practice. Audit Criteria are developed from topics related to policy or practice and are derived from the recommendations made within an Evidence Summary.

3.2.2 Audit criteria are developed in accordance to JBI method and methodology and once approved will be available via the software JBI PACES. The framework within which JBI offers this service is that topics must be:

  - Intended to inform an evaluation of practice against best practice within the following parameters:
    - Audit Criteria requests from a JBC Collaborating Entity, JBI subscriber via OVID or a JBI Endorsed organization as outlined above; or
    - Audit Criteria requests related to a JBI Clinical Fellowship program of study.
3.2.3 This does not exclude the development of Audit Criteria for other purposes, but all such other purposes fall under the definition of consultancy and are fee for service (see below 3.2.11).

3.2.4 Requests for Audit Criteria need to be provided on the Audit Criteria Request Form template. The template is designed to assist requesting individuals and organizations to consider the key information needed to facilitate timely and efficient completion of an Audit Criteria.

3.2.5 Audit Criteria will aim to be developed within 6 weeks from receiving the Audit Criteria request form.

3.2.6 JBC Collaborating Entities and JBI Subscribers via Ovid

- When an individual from a JBC Collaborating Entity or a JBI Subscriber via OVID makes a request, it is attributed to the organization and counts toward their eligible 2 complimentary annual audit criteria requests. Entities and subscribers are eligible for a maximum of two topics and audit criteria per calendar; the exception to this is entities who undertake JBI Endorsement as per 3.2.11 below.
- Organizations that reach their complimentary annual total will be given opportunity to request topics on a fee for service basis (see 3.2.9 below).

3.2.7 JBI Endorsed organizations

- JBI Endorsed organizations may request two topics and audit criteria in the first calendar year of Endorsement, and four per subsequent year while maintaining active endorsement. Where a JBI Centre of Excellence or Subscribing partner becomes a JBI Endorsed organization the higher numbers for JBI Endorsed organizations apply during the period of Endorsement.

3.2.8 Evidence-based Clinical Fellowship Program

- Audit Criteria requests specific to hosting a JBI Evidence-based Clinical Fellowship Program are exempt from the total annual count, however these must be for verified participants. A verified participant is someone within the organization who has registered with the JBI Transfer Science Division and for whom the program admin fee has been paid.
- A maximum of one topic and set of criteria will be developed per verified participant.
- Topics must be confirmed six weeks out from the start date of the Evidence-based Clinical Fellowship Program.
- Three weeks out from the start date of the Evidence-based Clinical Fellowship Program no further changes to topic or criteria are possible.
- If a registered Clinical Fellow wishes to change topic or criteria related to the topic with less than three weeks’ notice, they will be required to select a topic and criteria from the existing list of topics and criteria within JBI PACES. Variation from this will be on a ‘fee for service’ basis, and on the understanding that the topic and criteria may not be able to be loaded in JBI PACES in advance of the Evidence-based Clinical Fellowship Training Program.

3.2.9 Fee for service

- Audit Criteria requests that do not meet the three criteria (above) will be classified as ‘fee for service’ and do not count toward annual totals. Under a ‘fee for service’ model, any organization may request Audit Criteria. The price attracts a consultancy rate for development and finalization and reflects a cost-effective approach, the available timeframe and scope of the topic.
- The pricing schedule is as follows:
  - High income $1500 AUD excluding GST per topic and set of audit criteria
  - Upper-Middle income $750 excluding GST per topic and set of audit criteria
  - Low & Lower Middle income No fee
- Audit Criteria developed as ‘fee for service’ are not required to be used within a JBI Evidence-based Clinical Fellowship Training Program, but will be developed in accordance with JBI method and methodology.
<table>
<thead>
<tr>
<th>Evidence Summary (ES)</th>
<th>Audit Criteria (AC)</th>
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<tr>
<td><strong>JBC Collaborating Entities and JBI Subscribers via Ovid</strong></td>
<td><strong>JBI Endorsed organizations</strong></td>
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<tr>
<td>2 complimentary ES requests per calendar year</td>
<td>2 complimentary AC requests per calendar year</td>
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<td>2 complimentary ES requests per first calendar year of endorsement</td>
<td>2 complimentary AC requests per first calendar year of endorsement</td>
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<td>4 complimentary ES per subsequent calendar year while maintaining active endorsement</td>
<td>4 complimentary AC per subsequent calendar year while maintaining active endorsement</td>
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<tr>
<td>Any ES request as part of a verified participant to the JBI Evidence-based Clinical Fellowship Program are exempt.</td>
<td>Any AC request as part of a verified participant to the JBI Evidence-based Clinical Fellowship Program are exempt.</td>
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4. **Procedures**

4.1 Requests for Evidence Summary or Audit Criteria development must comply with the policy detailed above.

4.2 Evidence Summary requests must be submitted using the template titled *Evidence Summary Request Form*.

4.3 Audit Criteria topic request must be submitted using the template titled *Audit Criteria Request Form*.

4.4 Evidence Summaries and Audit Criteria requests must be submitted to the Implementation Science Division via jbi_implement@adelaide.edu.au with a completed request form using the template provided.

5. **Associated Documents**

| Title |
### 6. Document Control

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<td>Craig Lockwood / Kylie Porritt</td>
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