JBC Collaborating Entity Directorship Policy

1. Introduction

Centre of Excellence Directors and Affiliated Group Convenors are responsible for the scientific and administrative leadership of a JBI Collaboration (JBIC) 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 Legal Agreement and the Entity Terms of Agreement outlined in the JBI Collaboration Handbook.

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

2. Responsibilities

JBI Global Engagement Office is responsible for administering this policy.

JBIC Centre of Excellence Directors and Affiliated Group Convenors are responsible for adhering to the policy and procedure requirements outlined in this document.

3. Policy

3.1 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 JBIC 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 healthcare
- Excellent communication skills, both written and oral, and a passionate champion of evidence-based healthcare/practice
- Ability to work collaboratively and to provide leadership
- Ability to work with people from a range of backgrounds, including healthcare and methodological specialists
3.2 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.

3.3 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 Legal Agreement with JBI and the Entity Terms of Agreement, detailed in the JBI Collaboration 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 Evidence-based 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 Legal Agreement with JBI, in accordance with the JBI Collaboration Handbook
- Preparing and submitting Annual Activity Reports, Regional Reports and any other reports as required by JBI or JBIC Regional Chairs
- Encouraging Entity staff to participate in Collaboration-wide activities as a way of developing a sense of belonging to the JBIC (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 healthcare 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 one Teleconference and one face-to-face meeting (inclusive of Conference, five 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

3.4 Co-Directors

Co-Directorship of Collaborating Entities is permitted pending approval by the Global Engagement Office. 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.

3.5 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 Full Time Equivalent (FTE) of Entity Directorship personnel, as per their Collaborating Entity Agreement with JBI.

4. Procedures
4.1 Appointment
Nominated Directors and Convenors must submit a full Curriculum Vitae as a part of their Collaborating Entity application. The Global Engagement Office and JBI Executive will review the attachment in line with the processes outlined in the JBI Collaboration Handbook. Directors and Convenors will be formally appointed as a part of the Collaborating Entity Establishment process.

4.2 Co-Directorship
Existing Collaborating Entities that would like to move to a Co-Directorship model must seek approval in writing from the Global Engagement Office at jbic@adelaide.edu.au. They must include a full Curriculum Vitae of the proposed Co-Director/Convenor. The Global Engagement Office will provide a response in writing within 2 (two) weeks of receipt of the request.

4.3 Changes to Directorship
In the event that a Centre of Excellence Director or an Affiliated Group Convenor resigns prior to the completion of their Legal Agreement, they must provide notification of their resignation in writing to the Global Engagement Office at jbic@adelaide.edu.au. They must also nominate a successor and submit a full Curriculum Vitae of the nominee to the JBI Global Relations Manager 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 GEO Administrative Officer will update all internal registers and databases as per the JBIC Collaborating Entity Staff Administration Policy.

5. Associated Documents

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<tr>
<td>JBI Collaboration Handbook</td>
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<td>Affiliated Group Agreement</td>
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<td>JBIC Collaborating Entity Staff Administration Policy</td>
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6. Document Control

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