



JBI COLLABORATION

Handbook 2022

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INTRODUCTION

The JBI Collaboration has existed since JBI's inception in 1996.

The JBI Collaboration (JBIC) is a global collaborative evidence network that has grown from a small group of seven Centres, located predominantly in Australia, to more than 80 Collaborating Entities across the world. The JBIC are driven by a united desire to contribute to improvements in the quality and outcomes of healthcare globally. Our collective vision, mission a values and goals are as follows:

OUR VISION

Better evidence, better outcomes, brighter future

OUR MISSION

To promote and support evidence-based healthcare

OUR VALUES

LEADERSHIP: The courage to shape a brighter future

COLLABORATION: Leverage diversity and collective intellect

QUALITY: A focus on achieving excellence and value

CREATIVITY: To be bold, brave and daring in all that we do

SUSTAINABILITY: Ensuring we can achieve impact for future generations

OUR GOAL

To be a global leader in evidence-based healthcare, providing high quality resources to improve outcomes at the point of care

Integral to this mission and vision, the JBIC is a robust and thriving network that are at the forefront of cultural change in the healthcare industry as each Collaborating Entity continues to lead evidence-based initiatives in their region, country, state or specialty. As a global evidence network, the JBI Collaboration:

- Offers a platform for sharing knowledge and growing expertise globally, working towards a common goal, across disciplines and perspectives
- Facilitates understanding- of one another, of decision-making, of policy processes, of challenges and successes and how we can make a difference- to build a critical mass of health professionals, scientists, knowledge brokers and decision makers using evidence to improve health outcomes
- Provides access to scientific resources, training, expertise and ideas and opportunities for individual and institutional capacity building
- Fosters innovation, resource mobilisation, and mentorship
- Extends the reach and influence of members' ideas and initiatives
- Addresses the challenge of developing different methodologies for synthesising different types of evidence, to ensure the best available evidence can be used
- Has strong leadership and champions within the collaboration that infuse passion
- Has diversified membership, with increasingly multisectoral engagement
- Has grown, adapted and transformed to achieve its purpose, respond to members' needs and to opportunities and challenges in the global evidence community

It is vital that JBI and the JBI Collaboration are always open to new ways of working together. However, it is also important that some operational guidelines are in place to ensure a smooth, fair and equitable relationship that values difference between groups and identifies mutual benefit. The guidelines set out in this handbook are designed to achieve this.

We trust that you will find your experience of collaboration with JBI a fruitful and rewarding one, and we look forward to working with you as part of this diverse and innovative network.

SECTION 1:

STRUCTURE

The JBIC has a framework through which it recognises Collaborating Entities as “JBI Affiliated Groups” and “JBI Centres of Excellence” who contribute to furthering the vision and mission of JBI globally. This structure is managed both regionally, to foster regional collaborative efforts and mentorship and support of novice groups by more experienced ones, and internationally through

JBI in Adelaide in order to maintain JBI’s international focus and, where appropriate, to foster inter-regional collaboration.

JBI AFFILIATED GROUPS

When an Entity joins the JBIC they are established as an Affiliated Group. These Groups are committed to promoting and supporting evidence synthesis, transfer and implementation. They are tactical groups of skilled clinicians, academics and scientists with a defined focus who operationalise JBI methods and methodology within their jurisdiction. JBI Affiliated Groups are not eligible to receive funding from JBI, but are supported through access to JBI resources and are welcome and encouraged to attend the annual general meeting of the JBIC.

All JBI Affiliated Groups have the opportunity to become Centres of Excellence if they meet the required competencies and key performance indicators as set out by JBI after 12 months (see pages 7 & 8).

JBI CENTRES OF EXCELLENCE

Once an Affiliated Group has met certain criteria they are eligible to become a Centre of Excellence. These Centres have established themselves as a prestigious hub of expertise, through which high quality programs of evidence synthesis, transfer and implementation are achieved. They are recognised by JBI as an Entity that provides leadership, support, guidance and mentorship to novice groups, and they meet the required competencies and key performance indicators. JBI Centres of Excellence are eligible to receive funding from JBI for the Centre Director to travel to the annual JBIC face-to-face meeting.

REGIONS

The JBIC is situated across five regions (Americas, Asia, Australasia, Africa and Europe). Each region is comprised of Centres of Excellence and Affiliated Groups that work together to promote and support evidence informed approaches to the delivery of health policy and practice in their region. Regions are encouraged to be politically active in the arena of health and to drive change related to how evidence synthesis, transfer and implementation are recognised and valued at institutional and government levels.

REGIONAL CHAIRS

Each region has a governance structure based upon a Regional Chair who is nominated and elected by Entities within the Region and must be situated within a JBI Centre of Excellence. Regional Chairs are responsible for coordinating regional communication and activity/events and for fostering regional collaboration. Regional Chairs serve for a term of one year and are remunerated for their investment in this role. Co-Chair or Deputy Chair appointments per region are welcome, particularly where the Co-Chair/Deputy Chair is Chair Elect for the coming year.

JBI GLOBAL ENGAGEMENT OFFICE

The JBI Global Engagement Office (GEO) exists to facilitate the operation and administration of the JBI Collaboration and its 80 Collaborating Entities. The GEO provides administrative, management and strategic support to JBI Collaborating Entities from application to formation and beyond. The GEO plans and facilitates all online and face-to-face meetings; development of resources and materials; general communication; and maintains systems for:

- Monitoring and feedback;
- Engagement with regions and regional chairs; and
- Policy development and review.

JBIC RESOURCE PORTAL

The JBIC Resource Portal is designed and maintained exclusively for the use of JBI Collaborating Entities. It has been developed to provide the JBIC with current resources pertaining to their collaborative activities. This includes administrative information and communication, templates, policies and procedures and resources to assist in the conduct of Systematic Reviews, and other JBIC Matrix activities

The JBIC Resource Portal is available at: <https://jbi-global-wiki.refined.site/space/JBIC>

JBIC HANDBOOK

The JBIC Handbook is the terms of reference by which JBI Collaborating Entities operate and are held accountable, as per their Legal Agreement with JBI. The Handbook is updated annually following the Annual Review of Entity Activity and is ratified at the face-to-face JBIC meeting in November each year.



SECTION 2:

OPERATIONS

The JBI Collaboration operates within a Matrix framework whereby JBI Collaborating Entities receive recognition for their activities via a points system

This system (see 'JBIC Activity Matrix' below) has been devised in order to formally acknowledge the important scientific, scholarly and collaborative contributions of JBIC Entities to the ongoing mission of JBI globally and to ensure the JBIC is an equitable and sustainable international network.

ENTITY TERMS OF AGREEMENT

JBI Affiliated Groups

All new JBI Collaborating Entities enter the JBI Collaboration with Affiliated Group membership. Affiliated Groups may focus on evidence synthesis, evidence transfer, evidence implementation or a combination of these foci.

Affiliated Groups may be independent, or aligned with a Centre of Excellence. Affiliated Groups aligned with a Centre of Excellence may choose to credit any eligible points for their Group activity to their nominated Centre of Excellence, in return for support, mentorship and guidance provided by the Centre. Should an Affiliated Group seek to become a Centre of Excellence, the process outlined under 'Entity Application Process' on **page 8** of this Handbook should be followed.

Affiliated Groups sign a five-year Legal Agreement with JBI, with the first two years or part thereof being introductory years to establish the Group and its JBI activities. Entities have until the completion of their five-year Legal Agreement with JBI to meet their Key Performance Requirements as detailed in this Handbook.

The amount of Full Time Equivalent hours allocated to JBI Activities are not prescribed, each Entity can use their own discretion to gauge their own needs and project goals.

1. Terms of Agreement

In order to qualify for and maintain Affiliated Group membership, an Affiliated Group must:

- 1.1 be a self-governing and self-funding group of persons (individual or corporate).
- 1.2 consist of at least three core staff who:-
 - 1.2.1 are tertiary qualified graduates with research training;
 - 1.2.2 have, and can demonstrate, strong professional leadership skills;
 - 1.2.3 can evidence a track-record of research capability; and
 - 1.2.4 have successfully completed a JBI Comprehensive Systematic Review Training Program (CSRTP) or JBI Evidence Implementation Training Program (EITP) within the previous two years from the date of application. (**NOTE:** If the applying body is a previously disestablished Entity, then they can complete training as per above **OR** have successfully published in *JBI Evidence Synthesis* and/or *JBI Evidence Implementation* in the past two years.

- 1.3 cover all costs in connection with the establishment and operation of the Group;
- 1.4 possess sufficient resources to conduct systematic reviews or implementation case reports;
- 1.5. manage the Collaborative Activities of the Group in the manner prescribed for such activities in this Handbook;
- 1.6 perform such core and elective Matrix activities as are sufficient to enable the Group to meet the standard for continuing membership as a JBI Affiliated Group as described in this Handbook;
- 1.7 participate in an annual formative review of Group activities in the first four years of their five-year Agreement with JBI; and
- 1.8 participate in a summative review of its Group activities prior to the Completion Date of their Legal Agreement in accordance with this Handbook.

2. Key Performance Requirements

Affiliated Groups are required, at a minimum, to meet the following KPIs over the term of their five-year Legal Agreement with JBI:

- 2.1 accrue a minimum of 30,000 points from core activities, equivalent to three (3) systematic reviews or implementation case reports accepted for publication in either *JBI Evidence Synthesis* and/or *JBI Evidence Implementation*; or 15 JBI Evidence Summaries accepted for publication in the *JBI EBP Database*.

Affiliated Groups who wish to apply for Centre of Excellence membership are required to meet the following KPIs to be eligible to submit an application:

- 2.2 have operated as an Affiliated Group for a minimum of 12 months; and
- 2.3 have accrued a minimum of 20,000 points in one (1) year, as per the JBIC Activity Matrix in Section 2 of this Handbook, including at least 10,000 points from core activities.

3. Support from JBI

JBI shall provide, at a minimum, the following support to Affiliated Groups:

- 3.1 access to the Global Engagement Office;
- 3.2 Complimentary monthly subscription to *JBI Evidence Synthesis* and *JBI Evidence Implementation* for one (1) Convenor only.
- 3.3 access to the JBI EBP Database via Ovid and access to JBI SUMARI and JBI PACES via MYJBI for the Group Convenor, Deputy(ies) and up to ten (10) Group Core Staff for the purposes of undertaking JBI Collaboration work;
- 3.4 an online presence via the JBI website;
- 3.5 access to standard JBI promotional materials electronically;
- 3.6 if eligible, one complimentary Ovid subscription to the JBI EBP Database and JBI Software (SUMARI and PACES) for one single site healthcare facility that works in collaboration with the Group (see Clinical Partnership Engagement, **page 14**);
- 3.7 license to use the registered JBI name and trademark.

Note: The Convenor, Deputy and the nominated 10 core staff will receive an email from JBI SUMARI once the Entity has been established (ibisumari@adelaide.edu.au) informing them of their access to the JBI EBP Database via Ovid and JBI SUMARI and JBI PACES via MYJBI.

The Director and core staff will receive an email from the JBI Evidence Synthesis Editorial Office asking them to complete their profile on Editorial Manager. Please ensure ALL staff follow the instructions below, being especially mindful of how to update the 'Institution Related Information'. If you have any questions regarding this contact jbi.library@adelaide.edu.au

- Log in to Editorial Manager at <https://www.editorialmanager.com/jbies/default.aspx>
- Go to 'Update my Information'
- Scroll down to 'Institution Related Information' and confirm that the **Institution *** field reads as your full Collaborating Entity name. For example: **Public Health Evidence Based Romanian Centre A JBI Affiliated Group**
- If it does not automatically appear, please amend it to be the correct name.
- Ignore the suggested institutions that appear; you may need to manually type in the information rather than copy & paste.
- Scroll down to the bottom of the page and hit 'Submit'.
- An error message may appear reading: 'The Institution that you entered could not be identified by the system. Proceed with this Institution anyway?'. Click 'OK'.
- It is **very important** that your Institution section contains your **JBI Affiliation**, otherwise your reviews will not be captured in our annual reports and you will not receive any points.

JBI Centres of Excellence

JBI Centres of Excellence sign a three-year Agreement with JBI, with an Effective Start date of 1st January the year following their Legal Agreement Signing Date. This is to align with JBI's calendar year annual review period for collaboration activities. Entities have until the completion of their three-year Legal Agreement with JBI to meet their Key Performance Requirements.

Terms of Agreement

In order to qualify for and maintain Centre of Excellence membership, a Centre of Excellence must:

- 1.1 establish the Centre within one month after the Effective Start Date of their Legal Agreement with JBI;
- 1.2 appoint a Director of the Centre who will manage the Centre in accordance with, and to such standards specified in, this Handbook;
- 1.3 be a self-governing and self-funding group of persons (individual or corporate);
- 1.4 cover all costs in connection with the establishment and operation of the Centre;
- 1.5 ensure that a minimum of three core staff have successfully completed a JBI Comprehensive Systematic Review Training Program (CS RTP) or JBI Evidence Implementation Training Program (EITP) at all times;
- 1.6 manage the Collaborative Activities of the Centre in accordance with this Handbook;
- 1.7 perform such Core and Elective Activities as are sufficient to enable the Centre to meet the standard for continuing membership as a JBI Centre of Excellence as described in this Handbook.
- 1.8 participate in an annual formative review of Centre activities in years one and two of their three-year agreement with JBI; and
- 1.9 participate in a summative review of Centre activities prior to the Completion Date of their Legal Agreement in accordance with this Handbook.

Key Performance Requirements

Centres of Excellence are required, at a minimum, to meet the following KPIs by the Completion Date of their three-year Legal Agreement with JBI:

- 2.1 accrue a minimum of 60,000 points from core and elective activities completed in line with the JBIC Activity Matrix in this Handbook; including
- 2.2 a minimum of 30,000 points from core activities which is equal to three (3) systematic reviews or Implementation Case Reports accepted for publication in either the *JBI Evidence Synthesis* and/or *JBI Evidence Implementation*; or 15 JBI Evidence Summaries accepted for publication in the *JBI EBP Database*.

Centres who do not meet the above KPIs by the completion date of their Legal Agreement with JBI will either:

- 2.3 be varied to Affiliated Group membership if they have achieved 30,000 points or more by the end of their summative assessment. Once membership has been varied, points may not be carried across to a new Legal Agreement. Centres that are varied to Affiliated Group membership will need to maintain at least 12 months of Affiliated Group membership, and achieve the requisite points within that calendar year before re-applying for Centre of Excellence membership; or
- 2.4 be disestablished if they achieve less than 30,000 points by the end of their summative assessment. Entities that are disestablished must wait at least 12 months before they are eligible to reapply to become an Affiliated Group (see Entity Disestablishment Process for further information, **pg 8**).

Support from JBI

JBI shall provide, at a minimum, the following support to Centres of Excellence:

- 3.1 access to the Global Engagement Office;
- 3.2 access to the JBI EBP Database via Ovid and JBI SUMARI and JBI PACES via MYJBI, for the Centre Director, Deputy Director and up to ten (10) Group Core Staff for the purposes of undertaking JBI Collaboration work;
- 3.3 complimentary monthly subscription to *JBI Evidence Synthesis* and the *JBI Evidence Implementation* for Centre of Excellence Director only.
- 3.4 an online presence via the JBI website;
- 3.5 access to JBI standard promotional materials electronically;
- 3.6 license to use the registered JBI name and trademark;
- 3.7 if eligible, one return economy class discount airfare for the Centre Director or nominated proxy to attend the annual face to face JBIC meeting and associated Convention/ Colloquium in full;
- 3.8 if eligible, one complimentary Ovid subscription to the JBI EBP Database and JBI Software for one single healthcare facility that works in collaboration with the Centre (see Clinical Partnership Engagement, **page 17**); and
- 3.9 if eligible, funding for output of prescribed core and elective activities up to a maximum amount of AUD \$10,000 per annum (as per the JBIC Activity Matrix in this Handbook).

ENTITY APPLICATION PROCESS

Currently we have paused accepting new applications while we look to build some more robust systems and processes to support our partners via solely remote means. We will be reopening applications from 1 July 2022.

Entities seeking formal collaboration with JBI can apply to become a JBI Affiliated Group. All Entities who join the JBIC begin as Affiliated Groups and are required to exist for a minimum period of 12 months before applying to have their membership elevated to a JBI Centre of Excellence. Affiliated Groups must also demonstrate successful engagement with JBIC activities and accrue the minimum points required for consideration as a Centre of Excellence.



JBI Affiliated Groups

Entities wishing to apply to become a JBI Affiliated Group are required to complete a [JBI Affiliated Group Application Form](#) available from the Global Engagement Office at jbic@adelaide.edu.au or via the [JBIC Resource Portal](#). Applications must include:

- An overview of the institution's Organisational Structure
- The name and Curriculum Vitae (CV) of the proposed Group Convenor
- The names and Curriculum Vitae (CV) of each proposed Group Member
- Best contact, this could be the Convenor, or another member of staff. The proposed best contact will be included in all JBIC correspondence.
- JBI Training completed by Group Convenor and/or Group Member (at least three core members must have completed either Comprehensive Systematic Review Training (CS RTP) or Evidence Implementation Training Program (EITP))
- An outline of the proposed area of interest including planned JBIC activities and outputs
- Current or potential stakeholder engagement
- Details of the financial and physical resources available to the proposed Affiliated Group
- Foreign Engagements of Group Convenor and/or Group Member held outside of their home institution
- Social Media handles and a best contact for social media related activities. Engagement via social media has been identified as an important contributor to the dissemination of JBI related work and the promotion of JBI.

The application is then reviewed internally by the JBI Global Engagement Office, with the JBI Executive Director granting final approval. Approved Groups are required to sign a JBI Legal Agreement which holds a five-year term. If an Affiliated Group wishes to align or partner with a Centre of Excellence they may do so however such an agreement is independent of JBI.

Note: The name of the Entity must not be longer than 11 words plus JBI addendum i.e. 'A JBI Affiliated Group'.

A **Legal Agreement** will be sent to the newly established Entity by the JBI Partnership Coordinator once the application has been approved, as well as a [New JBIC Entity Establishment Form](#) (this form must be returned within 10 business days of receipt)

Applications approved prior to June 30 will have the option to backdate the Affiliated Group Agreement to 1 January preceding the signing date.

However, applications approved from 1 July onwards will automatically result in the Legal Agreement being Effective from 1 January following the signing date.

Note: Backdating can occur if the Entity has conducted JBIC Activities/KPIs in their inaugural year and would like to report and receive points for those Activities conducted prior to application submission.

JBI Centres of Excellence

Once an Affiliated Group has existed for at least 12 months and has met the required competencies and key performance indicators as set out by JBI they may apply to become a Centre of Excellence. Entities must submit their JBIC Entity Annual Review Report (template available from the [JBIC Resource Portal](#)) demonstrating that they have met the minimum key performance criteria within a 12 month period. Once the JBIC Entity Annual Review Report has been reviewed by the GEO and has demonstrated that it has met the minimum criteria, the Affiliated Group will be invited by the GEO to vary to a Centre of Excellence. The Group Convenor will be asked to provide a Cover Letter addressed to the JBI Global Relations Manager requesting a varying of their Affiliated Group membership to Centre of Excellence, to the Global Engagement Office jbic@adelaide.edu.au. The JBI Global Relations Manager reviews and grants final approval.

Approved Centres of Excellence are required to sign a JBI Legal Agreement which holds a three-year term. The Effective Start Date of the Agreement will be 1 January, to align with the calendar year reporting and funding period. The Legal Agreement will be sent to the Entity by the JBI Partnership Coordinator.

Applications approved prior to June 30 will have the option to backdate the Centre of Excellence Agreement to 1 January preceding the signing date. However, applications approved from 1 July onwards will automatically result in the Legal Agreement being Effective from 1 January following the signing date. Newly established Centres of Excellence will only be eligible for funding following the Effective Start Date of their Centre of Excellence Agreement.





ENTITY NAMING CONVENTIONS

Entities are encouraged to establish themselves under a title that describes their area of focus, be that regional/ jurisdictional or specialty. All Centre and Group titles will be followed by an addendum pertaining to their membership as a 'JBI Centre of Excellence' or 'JBI Affiliated Group'. Newly formed Entities should consider the structure and focus of all JBI Entities in their region and be mindful of the names and roles of those Entities. The name must not be more than 11 words/ 128 characters, including the JBI addendum.

For example:

The Adelaide Centre for Chronic Disease Management: A JBI Centre of Excellence;

OR

The Adelaide Centre for Chronic Disease Management: A JBI Affiliated Group

ENTITY DISESTABLISHMENT PROCESS

Where an Entity wishes to withdraw from a Centre of Excellence or Affiliated Group Agreement they must:

1. Provide not less than three months written notice to the JBI Executive Director (unless an earlier termination is agreed by the Parties in writing);
2. Return any and all materials (marketing/teaching or otherwise) to JBI as well as remove any online reference to JBI and associated logos;
3. Undertake to delete any and all electronic copies of JBI Intellectual Property, including that pertaining to short course delivery;
4. The Entity will notify their Clinical Partner that complementary access to JBI tools and resources will cease within three months of the date of termination;

5. The withdrawing Collaborating Entity shall appropriately dispose of all JBI materials provided by JBI for the operation of the Collaborating Entity including but not limited to promotional materials, letterheads, BPIS, business cards, display materials etc. and that the costs of disposal of above-mentioned materials be the responsibility of the withdrawing Collaborating Entity;
6. The withdrawing Collaborating Entity shall cease to use and return to JBI all JBI intellectual property and/ or records supplied by JBI. Membership mailing lists provided to the Collaborating entity remain the property of JBI and shall not be used by the withdrawing Collaborating Entity for any reason without prior consent of JBI;
7. JBI shall remove reference to the withdrawing Collaborating Entity from the official JBI webpage and other promotional materials;
8. JBI shall terminate the clinical partner three-year Ovid subscription (if one is in place). It is the duty of the Collaborating Entity to inform their Clinical Partner of the subscription termination; and
9. JBI shall remove membership access rights to the JBI website, JBI EBP Database via OVID, JBI SUMARI and JBI PACES via MYJBI (and other similar packages held by JBI) that had been provided gratis as a benefit of collaboration. Any data and/or publications stored electronically by JBI remain the copyright of JBI, however the withdrawing Collaborating Entity's host institutions or staff retains authorship. The Author(s) agree that any future publications by the author(s) referring to work undertaken during the term of collaboration shall acknowledge the other parties.

NOTE: A disestablished Entity can reapply 12 months after disestablishment, for details on how to reapply refer to ENTITY TERMS OF AGREEMENT – Affiliated Group (page 5)

JBIC ACTIVITY MATRIX

The JBIC Activity Matrix enables Affiliated Groups and Centres of Excellence to accrue points across a variety of core and elective activities over the course of their Agreement with JBI, in line with the Key Performance Requirements for each Entity outlined in this Handbook. Detailed descriptions of activities, Key Performance Indicator (KPI) and Activity Matrix operational guidelines are outlined in detail below.

To track activities conducted by JBIC Entities in line with the JBIC Activity Matrix, an Annual Activity Review is conducted each year. If you have any questions with regard to completing or submitting the JBIC Annual Review Report please email jbic@adelaide.edu.au.

Minimum Points Required to Achieve and Maintain JBI Centre of Excellence Membership = 60,000 by the end of the three-year Entity Agreement

Minimum Points Required to Achieve and Maintain JBI Affiliated Group Membership = 30,000 by the end of the five-year Entity Agreement

ACTIVITY MATRIX

CORE		
Key Performance Indicator	Points	Outcome Measure
All Entities must undertake and complete at least one of the following activities:		
1. JBI systematic or scoping review accepted for publication in <i>JBI Evidence Synthesis</i>		
<p>At least one systematic or scoping review must have been accepted for publication in <i>JBI Evidence Synthesis</i>;</p> <p>AND</p> <p>Must have author affiliation that clearly identifies them as part of a JBI Centre of Excellence or Affiliated Group, including their full Entity name as per their Legal Agreement with JBI. Ensure this information is included on the title page provided with submission.</p> <p><i>Note: Points are allocated in the year the publication is accepted for publication by the JBI Evidence Synthesis Editorial Office</i></p>	<p>12,000 (2,000 points are allocated for the protocol, 10,000 for the systematic review)</p> <p>*Points for the protocol and the SR are awarded together, in the year the publication was accepted.</p> <p>** Where two or more Entities Collaborate on a Systematic or Scoping Review, 12,000 points will be awarded to each Entity. Please use the JBIC Matrix Points Allocation Form</p>	<p>Publication recorded in the Entity Annual Report; reported by JBI</p>
2. JBI Implementation case report accepted for publication in <i>JBI Evidence Implementation</i>		
<p>An Implementation case report is accepted for publication in <i>JBI Evidence Implementation</i>;</p> <p>AND</p> <p>Must have author affiliation that clearly identifies them as part of a JBI Centre of Excellence or Affiliated Group, including their full Entity name as per their Legal Agreement with JBI. Ensure that this information is included on the title page provided with submission.</p> <p><i>Note: Points are allocated in the year the publication is accepted for publication by the JBI Evidence Implementation Editorial Office</i></p>	<p>10,000</p> <p>* Where two or more Entities Collaborate on an Implementation case report, 10,000 points will be awarded to each Entity. Please use the JBIC Matrix Points Allocation Form</p>	<p>Publication recorded in the Entity Annual Report; reported by JBI</p>
3. Publication of research on JBI methods and methodologies published in <i>JBI Evidence Synthesis</i> or <i>JBI Evidence Implementation</i>		
<p>Must have author affiliation that clearly identifies them as part of a JBI Centre of Excellence or Affiliated Group, including their full Entity name as per their Legal Agreement with JBI;</p> <p>AND</p> <p>The publication must be clearly identifiable as a research publication that relates to furthering the scholarly work of JBI/JBIC in the field of evidence synthesis, transfer or implementation; AND</p> <p>The publication must reference relevant JBI Methods papers or publications in <i>JBI Evidence Synthesis</i> and/or <i>JBI Evidence Implementation</i>; and the relevant chapters in the JBI Manuals for Evidence Synthesis or Implementation.</p>	<p>10,000</p>	<p>Publication recorded in the Entity Annual Report; reported by JBI</p>

4. JBI Evidence Summary Accepted for publication in the JBI EBP Database		
<p>A JBI Evidence Summary is accepted for publication in the JBI EBP Database;</p> <p>AND</p> <p>Comply with all requirements of the JBI Field Collaborators Program as outlined by the JBI EBP Database Editorial Office</p> <p><i>Note: Points are allocated in the year the publication is accepted for publication by the JBI EBP Database Editorial Office</i></p>	10,000	Publication recorded in the Entity Annual Report; reported by JBI

ELECTIVE		
Key Performance Indicator	Points	Outcome Measure
5. Attendance at JBIC Bi-Annual Meetings		
<p>Must demonstrate: that the Director, Convenor or Proxy has attended the annual</p> <ul style="list-style-type: none"> - Quarter 2 JBIC Meeting (Online) - Quarter 4 JBIC Meeting (Face-to-Face- including Conference, 5 days in full) <p><i>Note: Due to COVID-19 the face-to-face meetings are currently being held virtually. Attendance of a virtual meeting will accrue the same points as face-to-face</i></p>	<p>2,000 (1x Online Meeting)</p> <p>2,000 (1x Face-to-Face Meeting)</p>	Attendance demonstrated in minutes of relevant meetings; conference registration. Reported by JBI
6. JBI Evidence Synthesis Editors		
<p>Senior Associate Editors</p> <p>Entity Core Staff may contribute as a Senior Associate Editor for JBI Evidence Synthesis</p> <ul style="list-style-type: none"> - Editorial Review of a Systematic Review Protocol (points allocated per protocol) - Editorial Review of a Systematic Review (points allocated per review) <p>Entities must comply with all specified editorial review requirements of JBI Evidence Synthesis</p> <p>Associate Editors</p> <p>Entity Core Staff may contribute as an Associate Editor for JBI Evidence Synthesis</p> <ul style="list-style-type: none"> - Editorial Review of a Systematic Review Protocol (points allocated per protocol) - Editorial Review of a Systematic Review (points allocated per review) <p>Entities must comply with all specified editorial review requirements of JBI Evidence Synthesis</p> <p>Editorial Advisor</p> <p>Must attend JBI Evidence Synthesis Editorial Board meetings;</p> <p>AND</p> <p>Must respond to requests for advice from the editor-in-chief in a timely manner</p> <p><i>Note: All editors must have served in an editorial role for at least 6 months during the reporting period to be eligible to receive points for their role. However, an Editor will receive points for each Peer Review irrespective of time spent as Editor.</i></p>	<p>Senior Associate Editor: 10,000</p> <p>PLUS</p> <p>Protocols: 500</p> <p>Reviews: 1,000</p> <p>Associate Editor:</p> <p>5,000</p> <p>PLUS</p> <p>Protocols: 500</p> <p>Review: 1,000</p> <p>Editorial Advisor:</p> <p>5,000</p>	<p>Editorial role undertaken and recorded in the Entity Annual Report; reported by JBI</p> <p>Editorial reviews reported by JBI</p>

Key Performance Indicator	Points	Outcome Measure
7. Clinical Partner Engagement		
<p>Clinical Partner Engagement must be registered via the JBIC Clinical Partnership Engagement Registration Form, which is valid for three years.</p> <p>Must demonstrate an active relationship through:</p> <p>Co-authorship of any peer-reviewed published scholarly work related to JBI activity with staff of the clinical partner, including in languages other than English.</p> <ul style="list-style-type: none"> • Publication must include author affiliation that clearly identifies them as part of a JBI Centre of Excellence or Affiliated Group, including their full Entity name as per their Legal Agreement with JBI • Publication must have author affiliation that clearly identifies Author as part of the Clinical Partner • URLs to the free/open access publication/s must be provided in the Annual Review Report, or PDF's of the full text are to be attached to email along with the Annual Review Report <p>AND</p> <p>Provide evidence of engagement activities conducted with the clinical partner and its staff through the completion of an online evaluation and via the Annual Activity Report</p>	10,000	<p>Engagement activity demonstrated in Entity Annual Report; reported by JBI and Entity.</p> <p>URLs to the free/open access publication/s must be provided in the Annual Review Report, or PDF's of the full text are to be attached to email along with the Annual Review Report</p>
8. Participation in JBI Methods Groups and/or Membership of other JBI Committees		
<p>Must demonstrate active participation in a methods group, committee or working group through:</p> <p>Attendance at most face-to-face meetings, workshops and teleconferences;</p> <p>AND</p> <p>Substantial contribution to the required output of the methods group, committee or working group at the discretion of the group Chair/Convenor (including but not limited to authorship on a publication about the method [excludes papers simply using the method], timely and constructive review of <i>JBI Evidence Synthesis</i> manuscripts).</p> <p><i>Note: Individuals must have served on a group or committee for at least 6 months during the reporting period.</i></p>	5,000	<p>Participation is demonstrated in minutes of relevant meetings and publications arising/ other required output;</p> <p>reported by JBI</p>
9. JBIC Mentorship		
<p>Must complete and co-sign the JBIC Mentorship Program Registration Form prior to April of each year</p> <p>AND</p> <p>Mentor and Mentee groups must participate in an online evaluation regarding the quality/effectiveness of the partnership;</p> <p>AND</p> <p>Mentor Centre must work with the Mentee group to complete a brief JBIC Mentorship Annual Review Report Template to be submitted with their JBIC Entity Annual Report</p> <p><i>Note: A Centre of Excellence may register more than one Mentorship Agreement. Each Mentorship Agreement must be registered separately via the JBIC Mentorship Program Registration Form. JBIC Mentorship Annual Review Report templates must be completed for each Mentee.</i></p> <p><i>Note: While the GEO actions initial contact with the Mentees to complete their online evaluation, it is the responsibility of the Mentor to follow up with the Mentee to ensure it is completed.</i></p>	10,000	<p>Activity recorded by JBI in the Entity Annual Report, verified by the Entity</p>

Key Performance Indicator	Points	Outcome Measure
10. JBI Systematic Review Update (published in JBI Evidence Synthesis)		
<p>Must have had a Systematic Review Update accepted for publication in the <i>JBI Evidence Synthesis</i></p> <p>AND</p> <p>Must have author affiliation that clearly identifies them as part of a JBI Centre of Excellence or Affiliated Group, including their full Entity name as per their Legal Agreement with JBI. Ensure this information is included on the title page provided with submission.</p> <p>Note: Points are allocated in the year the publication is accepted for publication by the JBI Evidence Synthesis Editorial Office</p>	6,000 (inclusive of corresponding protocol)	Publications are recorded in the Entity Annual Report; reported by JBI
11. Publication of research on JBI methods and methodologies in other journals		
<p>Must have their JBIC Entity author affiliation listed, including their full Entity name as per their Legal Agreement with JBI</p> <p>AND</p> <p>Be clearly identifiable as a publication that relates to furthering the research of JBI/JBIC in the field of evidence synthesis, transfer or implementation.</p> <p>AND</p> <p>URLs to the free/open access publication/s must be provided in the Annual Review Report, or PDF's of the full text are to be attached to email along with the Annual Review Report</p>	2,000	Publications are recorded in the Entity Annual Report; verified by JBI
12. JBI Systematic Reviews or Implementation Case Reports published in other journals		
<p>Must have their JBIC Entity author affiliation listed, including their full Entity name as per their Legal Agreement with JBI</p> <p>AND</p> <p>Be clearly identifiable as a SR or IR that has followed JBI methodology and methods</p> <p>AND</p> <p>The systematic review protocol is registered, can be found via a web-based public repository or be made available on request.</p> <p>Note: Publications must be originals and not derivatives or duplicates (including co- publication) of material already published in JBI Evidence Synthesis or JBI Evidence Implementation.</p>	1,000	Publications recorded in the Entity Annual Report; verified by JBI
13. Derivative publications published in other journals		
<p>Must provide evidence of written approval from the JBI Global Engagement Office</p> <p>AND</p> <p>Must have their JBIC Entity author affiliation listed, including their full Entity name as per their Legal Agreement with JBI</p> <p>AND</p> <p>Must make explicit reference to the original publication in <i>JBI Evidence Synthesis</i> or <i>JBI Evidence Implementation</i></p> <p>Note: If approval has not been sought and given by the GEO you will not receive points.</p>	1,000	Publications recorded in the Entity Annual Report; verified by JBI

Key Performance Indicator	Points	Outcome Measure
14. JBI Education Programs: Evidence Implementation Training Program (EITP)		
<p>Must have run at least one complete Evidence Implementation Training Program (previously known as Evidence Based Clinical Fellowship Program) in the preceding 12 months (points allocated per registrant). The training must have been registered with JBI Education jbieducation@adelaide.edu.au</p> <p>Note:</p> <ul style="list-style-type: none"> This is a 6-month program incorporating x2 intensive training weeks and interim facilitation. Points will be received for the year the training begins, or the registration occurred The points go to the Entity of the Trainer not the host Entity (if this is different) 	200 per registrant	Activity recorded in the Entity Annual Report; reported by JBI
15. JBI Education Programs: Comprehensive Systematic Review Training (CS RTP)		
<p>Must have run the equivalent of at least one full week of Comprehensive Systematic Review training in the preceding 12 months (points allocated per registrant). Note this does not require a full five day program to be run in one continuous week. The training must have been registered with JBI Education jbieducation@adelaide.edu.au</p> <p>Note:</p> <ul style="list-style-type: none"> Points are accrued in the year the training begins, or the registration occurred The points go to the Entity of the Trainer not the host Entity (if this is different) 	100 per registrant	Activity recorded in the Entity Annual Report; reported by JBI
16. Regional Chair responsibilities (1 year term).		
<p>Must produce a JBIC Regional Annual Report listing collaborative activities undertaken in the preceding 12 months no later than 31 January (including, but not limited to regional meetings/events, teleconferences, collaborative work in relation to evidence synthesis, transfer or implementation);</p> <p>AND</p> <p>Must produce a Regional Operational Plan using the JBI template no later than 31 January;</p> <p>AND</p> <p>Must facilitate one annual face-to-face meeting and one teleconference per year (dates/agenda/minutes to be provided as evidence with annual report)</p> <p>AND</p> <p>Notify the Global Engagement Office at jbic@adelaide.edu.au of the incoming Regional Chair for the following year by 31 January</p>	5,000	Recorded in regional Chair report; verified by JBI
17. Host a JBI/JBIC Symposium		
<p>Must have organised a minimum one-day event that promotes the work of JBI, the JBI Model and/or methodologies;</p> <p>AND</p> <p>Is open to registration by participants outside of the hosting organisation and (where applicable) the clinical partner;</p> <p>AND</p> <p>Complies the naming and branding guidelines in this handbook.</p>	5,000	N/A Recorded in the Entity Annual Report; verified by JBI
18. Host JBI Colloquium		
<p>Must have organised and hosted a JBI Colloquium in line with the JBI Colloquia Standard Operating Procedures</p>	20,000 (5,000 in planning year; 15,000 in year held)	Recorded in the Entity Annual Report

ACTIVITY DESCRIPTIONS AND EXPECTATIONS

Core

Core activities reflect the JBI Model of EBHC, and reflect the strategic priorities for JBI and JBIC. Each Entity will need to select at least one of the two listed core activities

1. JBI Systematic or Scoping Reviews

A JBI Systematic or Scoping Review is one that follows JBI methodology and methods, utilises the JBI System for the Unified Management, Assessment and Review of Information (JBI-SUMARI) and is published in *JBI Evidence Synthesis*

To accrue points for this as a core activity an Entity must have:

- a) a Systematic or Scoping Review report accepted for publication in *JBI Evidence Synthesis*; and
- c) an author affiliation that clearly identifies them as part of a JBI Centre of Excellence or Affiliated Group, including their full Entity name as per their Legal Agreement with JBI (provided on the title page at the time of submission).

Note: Systematic review protocols will be awarded 2,000 points upon acceptance for publication of the corresponding Systematic Review in *JBI Evidence Synthesis*. This will result in Systematic Reviews being awarded 12,000 points upon publication. If more than one Systematic Review is published from a single protocol, the first Systematic Review will receive 12,000 points and the subsequent reviews will receive 10,000 points.

Note: The JBI Evidence Synthesis online submission system (Editorial Manager) will be closed annually from mid-December to early January due to the Christmas holiday period, for specific closure dates email jbi.library@adelaide.edu.au. Please note during this time, authors will not be able to access their manuscripts, or make new or revised submissions to the journal.

Note: Points are allocated in the year the publication is accepted for publication by the Editorial Office not the year published (if this is different)

2. JBI Implementation Case Reports

A JBI Implementation Case Report is one that follows JBI methodology and methods, utilises the JBI Practical Application of Clinical Evidence System (JBI-PACES) and is published in *JBI Evidence Implementation*.

To accrue points for this as a core activity an Entity must have:

- a) an Implementation Case Report accepted for publication in *JBI Evidence Implementation*.
- b) an author affiliation that clearly identifies them as part of a JBI Centre of Excellence or Affiliated Group, including their full Entity name as per their Legal Agreement.

Note: Points are allocated in the year the publication is accepted for publication by the Editorial Office not the year published (if this is different)

3. Publication of research on JBI methods and methodologies in *JBI Evidence Synthesis* or *JBI Evidence Implementation*

Scholarly works are defined as publications where there is clear focus of the research on JBI methodology and/or methods and published in *JBI Evidence Synthesis* or *JBI Evidence Implementation* as appropriate. For example, research may include investigations into the application of JBI methodologies and methods in reviews and implementation projects.

To accrue points for this activity, Entities must:

- a) have their JBIC Entity author affiliation listed, including their full Entity name as per their Legal Agreement with JBI
- b) the publication must be clearly identifiable as a research publication

that relates to furthering the scholarly work of JBI/JBIC in the field of evidence synthesis, transfer or implementation; and

- c) the publication must reference relevant JBI Methods papers or publications in *JBI Evidence Synthesis* and/or *JBI Evidence Implementation*; and/or the relevant chapters in the JBI Manuals for Evidence Synthesis or Implementation.

4. JBI Evidence Summaries

A JBI Evidence Summary is a concise overview of the best available evidence for a clinical topic that follows [JBI methodology](#) and is published in the [JBI EBP Database](#), available exclusively on Ovid. A JBI Evidence Summary includes information on the quality, level of evidence and a series of key recommendations to aid decision making. JBIC Entity staff must apply to become a JBI Field Collaborator and undertake a trial before being accepted to develop JBI Evidence Summaries.

To accrue points for this as a core activity, an Entity must:

- a) Have a JBI Evidence Summary accepted for publication by the JBI EBP Database Editorial Office; and
- b) Comply with all requirements of the [JBI Field Collaborators Program](#) as outlined by the JBI EBP Database Editorial Office

Note: Points are allocated in the year the JBI Evidence Summary is accepted for publication by the Editorial Office

Elective

Elective activities were established to recognise the breadth of collaborative work being undertaken by Entities across the JBIC.

5. Attendance at JBIC meetings

JBI maintains that regular communication with and between Entities across the JBIC is of great importance. As such, JBI invests in bringing Centre of Excellence Directors, Affiliated Group Convenors, Regional Chairs and JBI staff together via one online meeting in quarter two and one face-to-face meeting in quarter four of each year.

To accrue points for this activity Centre of Excellence Directors or a nominated proxy must attend JBIC online meeting, face to face meeting and biennial colloquium/conference (as detailed in Section 3 of this Handbook) in full.

6. JBI Evidence Synthesis Journal Editors

Senior Associate Editors and Associate Editors are selected by the Editorial Office of *JBI Evidence Synthesis* on the basis of their methodological and/or technical expertise and play a key role in ensuring content published is methodologically sound and of high quality. The primary responsibility is to conduct regular editorial reviews of manuscripts submitted to *JBI Evidence Synthesis* and decide if a manuscript is suitable for publication in the journal. An Associate Editor will not be assigned more than one manuscript at any given time and no more than one systematic review or two protocols per month.

To accrue points for this activity Entities must comply with all specified editorial review requirements of *JBI Evidence Synthesis* and have served as an Editor for at least 6 months during the reporting period.

Editorial Advisors serve on the *JBI Evidence Synthesis* Editorial Advisory Board and provide guidance and advice to the editor-in-chief on all matters relating to the journal's direction, policy and practice, to ensure its continual development and overall success and impact within the international scientific and evidence-based healthcare community. An Editorial Advisor may be called upon to review manuscripts submitted to *JBI Evidence Synthesis* (approximately 2 – 3 per year) to maintain abreast of the content and quality of submissions.

To accrue points for this activity Advisors must attend all *JBI Evidence Synthesis* Editorial Board meetings; respond to requests for advice from the editor-in-chief in a timely manner; and have served as an Advisor for at least 6 months during the reporting period. Further points will be received for each Peer Review irrespective of time spent as Editor.

7. Clinical Partner Engagement

Engaging with Clinical Partners is core to the JBI Mission of seeing evidence-based healthcare globally impacting policy and practice through the local and context-specific activities of each Collaborating Entity.

JBIC Entities can nominate to work with a designated hospital or health facility (single site only) through completion and submission of the [JBIC Clinical Partner Engagement Form](#). The healthcare facility will then receive a complimentary subscription to JBI EBP Database via Ovid for the purpose of promoting and supporting an evidence-based approach to policy and practice. The subscription will be valid for three years from signing the [JBIC Clinical Partner Engagement Form](#) please note if your Entity is disestablished prior to the three-year subscription expiry date your clinical partner subscription will be terminated upon disestablishment (see page 8).

Entities who choose to take up this opportunity must demonstrate the outcomes from this work. The purpose of clinical partnership is to close translational gaps which frequently occur across the evidence based cycle, through increased knowledge, awareness and ultimately use of JBI resources for best practice.

This activity seeks to recognise those Entities working directly in partnership with health professionals at the point of care. Entities that are hosted by a clinical institution may nominate their host institution as their clinical partner, but would need to demonstrate significant effort had been made to engage a wide network of staff outside of the Entity's Core Staff through training, workshops, presentations and meetings (as outlined below).

To accrue points for this activity Entities must:

- provide evidence of co-authorship of any peer reviewed published scholarly work related to JBI activity with staff of the clinical partner, including in languages other than English. The publication must have at least one author with an author affiliation that clearly identifies them as part of a JBI Centre of Excellence or Affiliated Group, **and** at least one author with an author affiliation that identifies them as a staff member of the clinical partner; and
- provide evidence of engagement activities conducted with the clinical partner and its staff through the completion of an online evaluation and via their Entity Annual Review Report.

Note: Points are only awarded in the year a publication between the Entity and the Clinical Partner has occurred. If a publication has not occurred within three years JBI will not accept a renewal of the Clinical Partnership.

Engagement may be at unit, clinic or organisational wide levels, as determined by the JBIC Entity. JBI recognises that both JBIC Entities and their Clinical Partners have different needs, skills and available resources. Entities should therefore be free to exercise creativity and draw on their collective experience at working with local groups to transfer knowledge, skills and support a Clinical Partner in engaging with JBI evidence, tools and resources.

Examples of engagement strategies may include:

- Create opportunity for, and facilitate a nominated clinical partner toward, JBI Endorsement
- Bringing senior staff from a Clinical Partner onto the Core Staff list for your centre and integrating the clinical partners EBHC needs and projects as an agenda item for Centre strategic and operational meetings.
- Develop an annual calendar of training programs, events, activities and projects in conjunction with the clinical partner and circulate these opportunities throughout the clinical partners relevant departments
- Launching and facilitating a journal club using JBI critical appraisal instruments

- Lunch time seminars to groups
- Grand Rounds
- Presenting at organisation research council/group meetings
- Working with organisation librarians or health informatics to enable simple and easy access to JBI resources
- Establishing EBHC champions and facilitators

Certainly, there are many more types of activities and strategies that Entities are already using. Please consider the above as suggestions, as they are not intended to be prescriptive or limiting. For further guidance and strategies for Clinical Partnership Engagement please refer to the [JBIC Clinical Partner Engagement Resource](#) available via the [JBIC Resource Portal](#).

8. JBIC Mentorship

JBI recognises that mentorship can be an important and effective strategy for building skills and capacity across the JBIC. JBI believes group mentorship can produce a wide array of positive outcomes for both mentors and mentees and contribute to group cohesion and a sense of belonging to a strong organisational identity. The JBIC Mentorship activity is an opportunity for the JBI and JBIC to collectively build support systems, learning and development for new and existing Entities and to improve efficiency, productivity and the passing on of corporate knowledge and leadership.

Note: Mentorship agreements can be initiated in a number of ways. Reaching out to Centre of Excellence Director who has similar interests to your own, or are well established, is encouraged; alternatively an Entity can contact the Global Engagement Office and we can endeavour to create a connection for you. If you would like our assistance please stipulate your area of need/s and email us at jbic@adelaide.edu.au.

Mentorship within the JBIC may be between:

- Centres of Excellence
- Centres of Excellence and Affiliated Groups
- Centres of Excellence and proposed Affiliated Groups where the mentee group are preparing to join the JBIC as an Affiliated Group

To accrue points for this activity the following must be completed:

- the mentoring Centre must complete and co-sign the [JBIC Mentorship Program Registration Form](#) and indicate how long they anticipate the Mentorship to continue it can be registered from 1 to 3 years at a time;
- the Mentor and Mentee groups must participate in an annual online evaluation regarding the quality/ effectiveness of the partnership by 31 January of each year. It is the responsibility of the Mentor to follow up with the Mentee and ensure the online evaluation has been completed; and
- the Mentor Centre must work with the Mentee group to complete a brief [JBIC Mentorship Annual Review Report Template](#) to be submitted with their JBIC Entity Annual Report.

Note: A Centre of Excellence may register more than one Mentorship agreement. Each Mentorship agreement must be registered separately via the [JBIC Mentorship Program Registration Form](#) and separate online evaluations and must be completed. Further guidelines and associated forms are available on the [JBIC Resource Portal](#).

9. Participation in JBI Methods Groups and or Membership of other JBI Committees

JBI Methods Groups have been established to provide ongoing guidance to the JBI Scientific Committee on new and established methodologies related to evidence synthesis, transfer and implementation. These groups consist of a Chair and/or Convenor, an administrator, and relevant qualified individuals from across the JBIC and externally as required, in order to drive JBI methods forward. They are required to meet regularly and to develop formal written guidance on their area of expertise.

Similarly, JBI has other committees and working groups that are convened as required to provide guidance and contribute to the ongoing development of the JBI and JBIC.

Membership on these committees is currently established either through an open call to the JBIC for interested parties or, where appropriate, a targeted call to individuals from across the JBIC who have significant experience or expertise in a particular field.

To accrue points for this activity Entities must have:

- a) participated in the methods group, committee or working group for a minimum of 6 months within the review period;
- b) attended face-to-face meetings, workshops and teleconferences; and
- c) made a substantial contribution to the required output of the methods group, committee or working group, at the discretion of the group Chair/Convenor. For example, each methods group should produce at least one publication every two years as part of their group activity (excludes papers simply using the method).

10. Systematic Review Updates

JBIC will consider Systematic Review Updates as Centre output where

- permission from the original authors has been sought
- a new protocol has been submitted justifying the need for an update
- where necessary, all articles are re-appraised where new JBIC tools have been developed
- where a new integrated synthesis is presented (i.e. including all previously included data); AND
- where a new report is submitted to *JBIC Evidence Synthesis* (i.e. not simply the original review with a narrative update at the end).

To accrue points for this activity Entities must

- a) a Systematic Review Update accepted for publication in *JBIC Evidence Synthesis*; and
- c) have their JBIC Entity author affiliation listed, including their full Entity name as per their Legal Agreement with JBIC

11. Publication of research on JBIC methods and methodologies in other journals

Scholarly works are defined as publications in peer reviewed journals where there is clear evidence of the focus of the paper being specifically on JBIC method and methodology.

To accrue points for this activity, Entities must:

- a) have their JBIC Entity author affiliation listed, including their full Entity name as per their Legal Agreement with JBIC. i.e. *The Adelaide Centre for Chronic Disease Management: A JBIC Centre of Excellence* (**affiliations without the JBIC addendum will not be accepted**)
- b) the publication must be clearly identifiable as a publication that relates to furthering the scholarly work of JBIC/JBIC in the field of evidence synthesis, transfer or implementation; and
- c) the publication must reference the original JBIC Methods papers or publications in the *JBIC Evidence Synthesis* and/or the *JBIC Evidence Implementation*.

Note: This does not include systematic review protocols.

12. JBIC Systematic Reviews or Implementation Case Reports published in other journals

JBIC will recognise content published in other journals. To accrue points for this activity, these publications must have:

- a) have their JBIC Entity author affiliation listed, including their full Entity name as per their Legal Agreement with JBIC;
- b) be clearly identifiable as a SR or IR that has followed JBIC methodology and method citing appropriate JBIC methodologysources;
- c) The systematic review protocol is registered, can be found via a web-based public repository or be made available on request.
- d) publications must be originals and not derivatives or duplicates (including co-publication with presentation of the same results) of material already published in the *JBIC Evidence Synthesis* and/or *JBIC Evidence Implementation*.

13. Derivative publications published in other journals

Derivative papers may be recognised for points accrual where the paper is published in a non-JBIC journal. Authors seeking to publish a manuscript based on or related to an existing JBIC protocol, JBIC Systematic Review or JBIC Implementation Case Report in another journal must contact the JBIC Global Engagement Office at jbic@adelaide.edu.au for a rapid, independent review and assessment to ensure it reflects a derivative publication (see below) and does not infringe the copyright of the JBIC.

Any derivative publications which have not had written approval for submission for publication to another journal from JBIC Global Engagement Office will not be eligible for points accrual.

Derivative publications based on the results of an original publication in *JBIC Evidence Synthesis* and/or *JBIC Evidence Implementation*, or those that contain some minor element of duplication (i.e. the same methods as existing publication), but pose a different research question and findings, may be eligible for points accrual if justification for a standalone publication is deemed reasonable by the JBIC GEO.

To accrue points for this activity, Entities must:

- a) provide evidence of written approval from the JBIC Global Engagement Office
- b) have their JBIC Entity author affiliation listed, including their full Entity name as per their Legal Agreement with JBIC
- c) make explicit reference and include a citation to the original JBIC publication, where possible.

Note: Co-publication (i.e. publications that replicate an existing publication), in whole or in part, including abridged or translated versions of an existing publication, is not eligible for points accrual within the JBIC Activity Matrix.

14. Evidence Implementation Training Program (EITP)

To accrue points for this activity Entities must have:

- a) registered training with the JBI Education Team, for further information email jbieducation@adelaide.edu.au . Points will not be allocated if training has not been registered.
- b) run at least one complete JBI Evidence Implementation Training Program in the preceding 12 months.

Points are allocated per student registration.

Note: Points will be awarded for the year the training begins, or the registration occurred

Note: The trainer, and their Entity, receives the points for conducting training, not the host Entity (if not the same)

15. Comprehensive Systematic Review Training (CS RTP)

To accrue points for running a Comprehensive Systematic Review Training Program the Entities must have:

- b) registered training with the JBI Education Team, for further information email jbieducation@adelaide.edu.au . Points will not be allocated if training has not been registered.
- b) run at least one complete JBI Evidence Implementation Training Program in the preceding 12 months.

Points are allocated per student registration.

Note: Points will be awarded for the year the training begins, or the registration occurred

Note: The trainer, and their Entity, receives the points for conducting training, not the host Entity (if not the same)

16. Regional Chairs

Regional Chairs work closely with Centres and Groups across each of the five JBIC regions and in coordination with the JBI Global Engagement Office in Adelaide to coordinate regional communication and activity/ events and to foster regional collaboration.

Regional Chairs serve for a term of one year and are remunerated for their investment in this role.

Regional Chairs are nominated and elected by Centres and Groups within the Region and must be situated within a JBI Centre of Excellence. Eligibility requires that nominated individuals must be:

- A core staff member of a Centre of Excellence;
- Available to attend all online and face to face meetings for the year they are accepting a nomination; and
- Able to dedicate sufficient time to fulfil the roles and responsibilities as outlined in the [JBIC Regional Chairs Policy](#) (available on the [JBIC Resource Portal](#))

To accrue points for this activity Regional Chairs take responsibility for ensuring Entities within a region are working together by:

- a) organising at least one annual face-to-face meeting per annum (at the JBIC face-to-face meeting);
- b) one (1) teleconference per annum (dates/agenda/ minutes to be provided as evidence with annual report); and
- c) providing JBI with an annual report of activity and an annual regional operational plan; including but not limited to regional meetings/events, teleconferences, collaborative work in relation to evidence synthesis, transfer or implementation.

Regions may also appoint a co-Chair who is Chair Elect.

The Regional Chair must notify the Global Engagement Office at jbic@adelaide.edu.au of the incoming Regional Chair for the following year by 31 January.

17. Hosting a JBI/JBIC Symposium

A JBI/JBIC symposium is a minimum one-day event promoting the work of JBI, the JBI model and/or methodologies and methods; and is open to registration by participants outside of the hosting organisation and (where applicable) the clinical partner.

The symposium must be separate to any programmatic event hosted or initiated by JBI Adelaide including colloquia and conventions.

To accrue points for this activity Entities must:

- a) Ensure the Symposium title includes 'a JBIC Symposium' as either a sub-heading or an addendum to the title of the event, for example:
 - Knowledge translation in rural PR China: a JBIC Symposium
- b) Ensure it is co-branded with the JBIC logo (provided by the JBI Communications Office jbicommunication@adelaide.edu.au)
- c) Ensure a proportion of the Keynote speakers are JBI focused (i.e. around methodology, the model, JBI approach, JBI work etc.)
- d) provide an event program, final number of participants and a web link where available.

If you require any branded materials contact the Global Engagement Office and with enough notice this can be organised.

Only hosting Centres/Groups are eligible to receive points for this activity. Points will not be awarded for attendance.

Please contact the GEO if you have any questions with regard to this jbic@adelaide.edu.au

18. Hosting a JBI Colloquium

The JBI Colloquium is hosted by a JBI Centre of Excellence every second year. Entities must "bid" to host the event and submit a full proposal to the Global Engagement Office for consideration at least two years prior to the year of the event. [The Standard Operating Procedures](#) for JBI Colloquia and associated [application forms](#) are accessible via the [JBIC Resource Portal](#).

It is the responsibility of the Host Centre to organise all aspects of the event including, but not limited to

- identification of appropriate dates, theme, venue (including AV and catering)
- keynote speakers
- development of an appropriate scientific program,
- recruitment of sponsors AND
- all other administrative activities (such as abstract submissions, scientific committee, registration management) as per the [JBIC Standard Operating Procedures](#).

Points will be awarded to Entities hosting a colloquium in two stages, with the first allocation in the planning year and the final allocation in the year the Colloquium is held

JBIC ACTIVITY MATRIX GUIDELINES

Entity Agreement Term

Affiliated Groups sign a five-year Legal Agreement with JBI, with the first two years or part thereof being introductory years to establish the Group and its JBI activities, Effective Start date rules apply also.

JBI Centres of Excellence sign a three-year Agreement with JBI, with an Effective Start date of 1st January the year following their Legal Agreement Signing Date. This is to align with JBI's calendar year annual review period for collaboration activities.

Entities have until the completion of their Legal Agreement with JBI to meet their Key Performance Requirements, with annual targets for Centres of Excellence determining eligibility to receive funding to attend the face-to-face JBIC meeting (outlined below)

Annual Review

JBI's annual review period for collaboration activities is 1st January – 31st December (calendar year). JBI conducts an Annual Review of Entity activity to evaluate Entity Key Performance Requirements in line with the JBIC Activity Matrix, in February of each year. Entities must complete and submit a [JBIC Entity Annual Activity Report](#) to the JBI Global Engagement Office by 31 January of each year (available from the [JBIC Resource Portal](#)).

Where the Annual Review indicates in the formative assessments that an Entity is not meeting their Key Performance Requirements, the Global Engagement Office will assist the Entity to review their operations ahead of the Summative Assessment.

AFFILIATED GROUPS

Formative Assessment

Affiliated Groups undertake a Formative Assessment each year for the first four years of their Agreement. This is specifically to aid groups who intend to seek Centre of Excellence membership. Formative Assessment provides Groups with an indication of their progress in line with the JBIC Activity Matrix and their five-year Key Performance Requirements.

Affiliated Groups who wish to apply for Centre of Excellence membership are required to have operated as an Affiliated Group for a minimum of 12 months; and have accrued a minimum of 20,000 points in one (1) year, as per the JBIC Activity Matrix, including at least 10,000 points from core activities

A letter will be sent to the Entity from the Global Engagement Office, along with the updated Annual Review Report, to inform of progress.

Summative Assessment

Affiliated Groups will participate in a Summative Assessment at the end of their five-year Legal Agreement. Groups which have output commensurate with the requirements for an Affiliated Group will be invited to renew their Agreement. Groups who have not met the Key Performance Requirements will be disestablished, unless by prior arrangement they have demonstrated through a new application that capacity and output is likely to improve.

Note: Varying from an AG to a CoE will entail a new Legal Agreement, the Partnership Coordinator within the Global Engagement Office will liaise with the Entity to establish this.

CENTRES OF EXCELLENCE

Formative Assessment

In years one and two of their Legal Agreement with JBI, Centres of Excellence will participate in a Formative Assessment of their collaboration activities and output to date. This will enable Centres to track their progress in line with the JBIC Activity Matrix and their three-year Key Performance Requirements.

Centres of Excellence are now required to accrue a minimum of 60,000 points from core and elective activities completed in line with the JBIC Activity Matrix, including a minimum of 30,000 points from core activities, by the end of their three-year Legal Agreement with JBI.

A letter will be sent to the Entity from the Global Engagement Office, along with the updated Annual Review Report, to inform of progress.

Summative Assessment

At the completion of their three-year Agreement with JBI, Centres of Excellence will participate in a Summative Assessment of their collaboration activities and output over the course of their Agreement. In order to maintain their membership as a Centre of Excellence, Centres are required to meet the minimum Key Performance Requirements as outlined in Section 2 'Entity Terms of Agreement' of this Handbook. Entities who do not meet these requirements will either:

- a) be varied to Affiliated Group membership if they have achieved 30,000 points or more by the end of their summative assessment. Once membership has been varied, points may not be carried across to a new Agreement. Entities that are varied to Affiliated Group membership will need to maintain at least 12 months of Affiliated Group membership and achieve the requisite points within that calendar year before re-applying for Centre of Excellence membership; or.
- b) be disestablished if they achieve less than 30,000 points by the end of their summative assessment. Disestablished entities must wait at least 12 months before they are eligible to reapply to become an Affiliated Group.

Note: Varying from a CoE to an AG will entail a new Legal Agreement, the Partnership Coordinator within the Global Engagement Office will liaise with the Entity to establish this.

POINTS ACCRUAL

Affiliated Groups

Affiliated Groups are required to accrue a minimum of 30,000 points from core activities as per the JBIC Activity Matrix, by the completion of their Legal Agreement with JBI.

Affiliated Groups may accrue points across the full range of core and elective activities outlined in the Matrix without restriction, however participation in elective activities is optional.

Affiliated Groups who wish to apply for Centre of Excellence membership are required to accrue a minimum of 20,000 points in one (1) year, as per the Activity Matrix in Section 2 of this Handbook, including at least 10,000 points from core activities.

Centres of Excellence

Centres of Excellence are required to accrue a minimum of 60,000 points, with at least 30,000 from core activities as per the JBIC Activity Matrix, by the completion of their Legal Agreement with JBI. The annual target for Centres is 20,000 points, with at least 10,000 points from core activities. However this is a soft target that is not formally evaluated until the Summative Assessment at the completion of their Legal Agreement.

Centres may accrue points across the full range of core and elective activities outlined in the Matrix without restriction. There is no capping of points for any activity (i.e. Centres who participate in both a JBI methods group and JBI committee would be eligible to receive 10,000 points for that activity; or if a Centre has more than one mentorship agreement with multiple groups and fulfills the requirements of that activity they would be eligible to receive 10,000 points for each mentee group).

Note: Points will not be carried across from one Legal Agreement to the next Legal Agreement, even if the Agreement has reached its end and has automatically rolled over.

Core Activities

Entities must accrue points for core activities over the course of their Legal Agreement with JBI. Centres of Excellence and Affiliated Groups must have accrued a minimum of 30,000 points from core activities which is equal to three (3) systematic reviews or Implementation Case Reports accepted for publication in *JBIC Evidence Synthesis* or *JBIC Evidence Implementation*, by the end of their Legal Agreement with JBI.

Elective activities

Entities accrue points for all elective activities on an annual basis only (for activities conducted within the calendar year review period). Entities must complete elective activities within the calendar year review period to be eligible to accrue points for those activities

Collaborative activities- points allocation or transfer

Where JBIC Entities (Affiliated Groups and/or Centres of Excellence) work collaboratively on an activity and wish to share the allocation of points for that activity, Entities must complete the [JBIC Matrix Points Allocation Form](#) (available on the [JBIC Resource Portal](#)) and submit it to the Global Engagement Office with their corresponding Entity Annual Reports. Points will not be divided without the completion of this form.

Where two or more Entities have worked collaboratively on a Systematic or Scoping Review each Entity is eligible to receive the full 12,000 points for that Review. Entities must however detail the contribution of each Entity to the review on the [JBIC Matrix Points Allocation Form](#).

Any partnership agreements entered into by two or more JBIC Entities, and their corresponding terms of agreement, are independent of and not arbitrated by JBI.

Rollover of Points

Points cannot be rolled over to subsequent Legal Agreements.

JBIC FUNDING

JBIC Biennial Brighter Futures Grant Program

The JBI Collaboration biennial **Brighter Futures Grant Program** funds activities and projects undertaken by JBI Affiliated Groups and JBI Centres of Excellence that further JBI's mission of promoting and supporting evidence-based healthcare *globally*, with a view to

fostering collaboration within and across the network and with external stakeholders; building capacity for Entities in Low- Middle-Income Countries (LMIC); and supporting multilingual projects and activities. Please refer to the [JBIC Resource Portal](#) for the Grant Program guidelines and application form.

JBIC Face-to-Face Meeting- Centres of Excellence

All Centres of Excellence are eligible for reimbursement for one return economy class airfare for the Centre Director or their proxy to attend the face-to-face meeting AND adjoining conference/colloquium/symposium (five days in full).

The Director will receive an email from the Global Engagement Office outlining reimbursement entitlements for a return airfare. Requirements for reimbursement are:

- Travel receipt/tax invoice – from Travel Agent or online booking
- Travel itinerary - from Travel agent or online booking
- Invoices are accessed via the [JBIC Resource Portal](#)
- Proof of registration to the adjoining conference/ colloquium/ symposium

Visas

- It is the responsibility for each Director to organise and pay for their own Visas.
- Please advise the GEO if you require a letter of invitation to support your Visa application.
- Please ensure you allow sufficient time for your Visa to be processed referring to <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-processing-times/global-visa-processing-times>

Regional Chairs

Regional Chairs are eligible to receive AUD \$1,000 remuneration for their role. This funding is paid retrospectively following the timely submission of a [Regional Annual Report](#), a [Regional Operational Plan](#), and the agendas and minutes of all regional meetings by 31 January.

If the role of Regional Chair is shared each Entity will receive \$500 each (maximum of two co-Chairs allowed)

JBIC Colloquium

Centres of Excellence hosting a JBI colloquium are eligible to receive AUD \$5,000 seed funding (to be returned in full at the completion of the colloquium). Should the event not occur this funding is repayable in full.

Clinical Partner Subscription

For a nominated clinical partner to receive a complimentary subscription, Entities must complete the [JBIC Clinical Partner Engagement Form](#) expressing their intent to collaborate with a clinical partner (available on the [JBIC Resource Portal](#)). The clinical partner will then be contacted directly by Ovid to establish access to JBI databases and software. This subscription will be valid for a maximum of three years from the signing date on the form. After three years, Clinical Partner organisations in high income countries will be required to purchase a subscription through Ovid to continue access; Clinical Organisations in low- and middle-income countries will be able to renew their subscription for an additional three years provided the JBIC Entity has met the required KPIs of the Clinical Partner Engagement Matrix activity.

Note: Where a nominated Clinical Partner has an existing subscription to JBI Resources via Ovid, they will not be eligible for a complimentary subscription.

SECTION 3:

MEETINGS AND EVENTS

INTRODUCTION

JBIC values the opportunity to meet with collaborators, subscribers and other key stakeholders to build relationships and collaborative engagement. It is important for JBIC to ensure it has strategies in place to build mutual understanding and to create cohesive teams at local, regional and international levels. As such, a range of meetings and events have been designed to meet this remit as outlined below.

JBIC COLLABORATION BI-ANNUAL MEETINGS

The JBIC Collaboration meet twice a year, once online in quarter two and once face-to-face in quarter four, of which the location changes annually. Centre of Excellence Directors and Affiliated Group Convenors, or their nominated proxy, are encouraged to attend all JBIC meetings and adjoining colloquium, conference or symposium in full.

Note: Due to COVID-19 the quarter 4 meeting may be held online via Zoom. Attendees will receive 2,000 points per Entity.

OBSERVERS

Entities are permitted to bring up to one (1) additional staff member to the face-to-face meeting as an Observer free of charge. A fee of AU\$300pp applies to any additional attendees.

Additional Observers may also be invited to attend the face-to-face meeting at the discretion of the JBIC Global Engagement Office.

VOTING AND STANDING ORDERS

Each Centre of Excellence Director and Affiliated Group Convenor, or their nominated proxy, have the right of vote. Observers have the right of audience and debate (unless invited to vote by the meeting Chair).

Standing Orders which detail the principles and procedures governing the Committee of Directors meetings can be accessed on the JBIC Resource Portal.

BIENNIAL JBIC COLLOQUIUM

The Biennial JBIC Colloquium is hosted by a JBIC Centre of Excellence. This event is an opportunity for JBIC and JBIC to showcase activity and achievements internationally, to invite speakers from other prominent organisations in the field, to network and share experiences and knowledge around evidence synthesis, transfer and implementation.

A comprehensive face-to-face meeting is hosted in conjunction with this event. Policies and Procedures for the host organisation of the Biennial JBIC Colloquium are detailed in the [JBIC Colloquia Standard Operating Procedures](#), accessed via the [JBIC Resource Portal](#).



Proposals to host a Colloquium

Any JBIC Centre of Excellence interested in organising a JBIC Colloquium can submit a proposal to the Global Engagement Office (GEO) jbic@adelaide.edu.au; the proposal template is available via the [JBIC Resource Portal](#).

Proposals must be submitted to the GEO by June 30, two years prior to the proposed Colloquium date. Proposals will be processed and evaluated in the first instance by the GEO, with successful proposals submitted to the JBIC Executive Group and JBIC Regional Chairs for voting.

If there is more than one proposal submitted in any given year, unsuccessful proposals will be eligible to be resubmitted to the GEO for the next Colloquium.

Note: Due to COVID-19 we are currently not accepting proposals for hosting a JBIC Colloquium.

JBIC ADELAIDE BUSINESS MEETING

Every four years the face-to-face meeting will be hosted by JBIC Adelaide in Adelaide, South Australia. This may be accompanied by an internally focused Methodology Symposium or an externally focused Convention/Conference.

JBIC REGIONAL SYMPOSIA AND MEETINGS

Regional symposia are encouraged as a means of furthering discussion and promotion of evidence informed approaches to the delivery of health policy and practice in each region. They are not a mandated activity, rather they can be hosted by JBIC Entities as an elective activity in the JBIC Activity Matrix ([pg. 16](#)) as deemed appropriate and feasible by each region.

JBIC Regional groups meet twice per year, once by teleconference and once face-to-face. Regional face-to-face meetings will take place as a part of the annual face-to-face JBIC Meeting. Each Regional Chair is responsible for organising one additional teleconference with their region per annum, including agendas and minutes.

SECTION 4:

GLOSSARY OF TERMS

TERM	DEFINITION
Best Practice Information Sheets	Brief, clinically focused overviews of the key methods and findings of high quality JBI reviews with a focus on supporting clinical care and decision-making.
Clinical Fellows	Participants who complete the JBI Evidence Implementation Training Program (formerly Evidence-based Clinical Fellowship Program) are recognised as Clinical Fellows of JBI.
Clinical Leadership Workshop	A one-day workshop that provides participants with information and practical techniques to create a more positive, personal and professional culture back in their workplace. It also helps participants to identify strategies that will assist in managing difficult behaviour, building productive teams and implementing change, thereby enabling effective leadership of projects and people.
Collaborating Entity	A JBI Centre of Excellence or a JBI Affiliated Group. Also referred to as a 'JBIC Entity'.
Collaborative Activities	Those activities undertaken by Collaborating Entities as described in the JBI Collaboration (JBIC) Handbook Activity Matrix
Completion Date (Entity Agreement)	The period of 3 or 5 years from the Entity Agreement Effective Start Date
Comprehensive Systematic Review Training Program	A one, three or five day program which incorporates both theory and hands on experience so that participants learn how to develop a focused question, search for relevant literature, appraise and synthesise evidence arising from research. By the end of the program participants complete a protocol and are ready to commence their review.
Consultancy Services	The skills and expertise of JBI staff are provided in return for remuneration from an external funder. Consultancy may cover activities such as expert opinion, analysis and process development. A research consultancy may result from a tender or individual negotiation.
Critical Appraisal Tools	JBI critical appraisal tools aid in the process of assessing the trustworthiness, relevance and results of published papers.
Editorial Manager®	The online submission and review system for the JBI Evidence Summary Journal
Editorial Advisory Board	<i>JBI Evidence Synthesis</i> is governed by an international editorial advisory board comprising leading practitioners and researchers within evidence-based healthcare from around the world. The role of the editorial advisory board is to guide the development of the journal and its future direction including the provision of advice and feedback on journal editorial policies, processes and content. Members of the editorial advisory board also advocate for the journal and promote its content; conduct periodical reviews of manuscripts submitted to the journal; and provide expert methodological and/or topical advice to the Editor-in-Chief on editorial issues.
Effective Start Date (Entity Agreement)	The date that the Entity Agreement legally begins (normally 1st January following the signing date).
Entity Affiliation	Full Entity name as per the Entity Agreement listed in required documents and databases (i.e. in the author affiliation on all publications and in peer reviewer Editorial Manager profiles).
Entity Agreement	The Collaborating Entity Legal Agreement signed between the University of Adelaide (for JBI) and the Entity host organisation.
Entity Terms of Agreement	Terms and conditions of the Entity Agreement that governs Centre of Excellence and Affiliated Group membership.
Evidence-based recommended practices	Step-by-step reliable evidence-based best practice standards and principals designed by clinicians for clinicians across clinical specialties in acute care, long-term care and rehabilitation therapy.
Evidence Implementation	Evidence implementation is a purposeful and enabling set of activities designed to engage key stakeholders with research evidence to inform decision-making and generate sustained improvement in the quality of healthcare delivery. Components include a context analysis, the facilitation of practice change and evaluation of process and outcome.

Evidence Summaries	A JBI Evidence Summary is a comprehensive, concise, overview of the best available evidence for specific clinical care practices that are updated annually. Each Summary includes a clinically focused question; a brief summary of key points of evidence; an overview of the quality and level of evidence; and a series of key recommendations.
Evidence Synthesis	Evidence synthesis is the evaluation or analysis and collation of research evidence and opinion on a specific topic to aid in decision-making in health care. Components include systematic reviews, evidencesummaries and guidelines.
Evidence Transfer	Evidence transfer is the coactive, participatory process to advance access to and uptake of evidence in local contexts. It is a causal phenomenon consisting of factors that enable, facilitate and support evidence implementation that is more than just a single interaction. It incorporates active dissemination, systems integration and education.
Evidence Implementation Training Program (EITP)	The JBI Evidence Implementation Training Program (EITP) is a six-month program which involves twofive-day intensive training workshops at JBI and a six-month evidence-based implementation project. Participants develop and engage in processes to further develop their leadership skills and strengths, conduct clinical audits, develop and execute strategies to implement evidence-based practice in their ownwork environment.
Evidence-based Healthcare (EBHC)	Process of using evidence to inform healthcare practices. JBI defines evidence-based healthcare as decision-making that considers the feasibility, appropriateness, meaningfulness and effectiveness of healthcare practices. The best available evidence, the context in which care is delivered, the individual patient and the professional judgement and expertise of the health professional inform this process.
Expert Reference Group (ERG)	Expert Reference Groups support the JBI COncECT+ and JBI EBP Database specialties. Each group consists of national and/or international members with experience and expertise in a specialty. Entry is by invitation, either by the Chair or JBI. Expert Reference groups meet up to four times per year via teleconference, and provide review / feedback on database content.
GRADE Workshop	Is a 1-day workshop designed for systematic reviewers, guideline developers and others wanting to learn more about GRADE methodology, particularly the creation of Summary of Findings tables and EvidenceProfiles. The course includes theory along with hands-on activities.
JBI	An international not-for-profit research and development centre within the Faculty of Health and MedicalSciences at the University of Adelaide, South Australia, focused on promoting and supporting evidence- based practice globally.
JBI Adelaide GRADE Centre	As the first GRADE Centre in Australia and New Zealand, the Centre is a central hub of GRADE relatedresearch and teaching in the region. The Centre offers training in GRADE methods and contributes to thescientific development of GRADE methods.
JBI Buzz	JBI Buzz is a monthly newsletter which contains news stories from around the world relating to JBI and theJBI Collaboration; a listing of JBI tools, resources and publications; and a global calendar of events that arehosted by JBI and Collaborating Entities.
JBI Collaboration (JBIC)	The JBI Collaboration (JBIC), a global collaborative evidence network, comprising self-governing Collaborating Entities, initiated and coordinated through JBI, that promote and support the synthesis, transfer and implementation of evidence following the JBI Model of Evidence-based Healthcare.
JBIC Activity Matrix	A framework that details the core and elective activities that JBIC Entities may undertake to maintain theirJBI Collaborating Entity membership.
JBIC Core Staff	JBIC Core Staff are those persons who are integral to the primary activities of any JBC Entity. Including, but not limited to, persons who have an essential administrative role; lead synthesis or implementation projects; 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.
JBIC Entity	See 'Collaborating Entity'
JBIC Meeting	JBIC Meetings are held twice a year (online in April/May and face-to-face in November). It is the principal strategic planning committee of the JBIC
JBI EBP Database (Ovid)	JBI's Evidence-based Practice Database is an online resource for healthcare professionals to rapidly access up to date high quality, reliable evidence on a wide range of clinical, and policy topics at the point of care, including 4500+ JBI Evidence Summaries, Recommended Practices and Best Practice Information Sheets.
JBI Endorsement	JBI Endorsement is a recognition awarded to healthcare organisations that demonstrate commitment to evidence-based healthcare and an organisational-wide culture of innovation and excellence.
JBI Evidence Implementation	JBI Evidence Implementation is theory informed and pragmatically focused, publishing case studies and papers from diverse clinical, cultural and socioeconomic contexts that address the science and practice of evidence implementation into healthcare policy and practice.

JBI Evidence Synthesis	JBI Evidence Synthesis is a multidisciplinary journal that publishes rigorous evidence syntheses relevant to range of healthcare contexts and health conditions. It is the premier channel for diverse Systematic Reviews that move beyond effectiveness.
JBI Implementation Case Report	A JBI Case Implementation Report is one that follows JBI methodology and methods and utilises the JBI Practical Application of Clinical Evidence System (JBI-PACES) and is published in JBI Evidence Implementation.
JBI Methodology Groups	JBI Methodology Groups examine JBI methodologies in relation to the conduct of systematic reviews of different evidence types.
JBI Mission	Promoting and supporting evidence-based healthcare
JBI Model	The JBI Model of Evidence-based Healthcare was developed in 2005 and updated in 2016. The inner circle represents the pebble of knowledge while the “inner wedges” provide JBIs conceptualisation of the steps involved in the process of achieving an evidence-based approach to clinical decision-making. The “outer wedges” operationalise the component parts of the model and articulate how they might be actioned in a pragmatic way.
JBI Manual for Evidence Synthesis	The JBI Manual for Evidence Synthesis is designed to provide authors with a comprehensive guide to conducting JBI systematic reviews. It describes in detail the process of planning, undertaking and writing up a systematic review of qualitative, quantitative, economic, text and opinion based evidence. It also outlines JBI support mechanisms for those doing review work and opportunities for publication and training. The Manual for Evidence Synthesis should be used in conjunction with the JBI SUMARITutorials and FAQs.
JBI Systematic Review	A JBI Systematic Review follows JBI methodology for guidance and reports. There are currently 10 different types of JBI systematic reviews.
JBI Systematic Review Protocol	A JBI systematic review protocol describes the rationale, hypothesis, and planned methods of the review, follows JBI methodology and methods; utilises JBI- SUMARI; and is published in <i>JBI Evidence Synthesis</i> . It should be prepared before a review is started and used as a guide to carry out the review. Detailed protocols should be developed a priori, made publicly available, and registered in a registry such as PROSPERO.
JBI Trainers Portal	The JBI Trainers Portal is a repository for current teaching materials, guidance and resources for the CS RTP and EBCFP. It is only for accredited JBI trainers who are active members of the JBI Global Training Network.
JBI Vision	Better Evidence, Better Outcomes, Brighter Future
JBIC Resource Portal	The JBIC Resource Portal is on JBI’s Global Wiki Platform and is designed and maintained exclusively for the use of JBI Collaborating Entities. It has been developed to provide the JBIC with current resources pertaining to their collaborative activities.
Practical Application of Clinical Evidence System (PACES)	JBI PACES is an online program that aids clinical audit and feedback in primary, acute, community and residential aged care settings. It is a flexible program that supports healthcare professionals to improve healthcare practices based on the best available evidence.
PROSPERO	An International prospective register of systematic reviews
Recommended Practices	JBI Recommended Practices (RP) are evidence-based procedures, that provide a clear, step-by-step description for clinical practice across a wide range of care procedures. JBI RPs are developed by an expert clinical review panel to confirm clinical relevance and currency.
Registered Titles	A list of registered systematic reviews that are currently underway.
Scientific Writers	JBI Scientific Writers are persons external to JBI who play an integral role in updating JBI Evidence Summaries. Scientific Writers usually have a background in health and have applied to become a scientific writer for JBI. They are remunerated for updating evidence summaries. Scientific Writers become named updaters of the published Evidence Summaries
Signing Date (Entity Agreement)	The date of execution by the last Party to the Entity Agreement.
System for the Unified Management of the Assessment and Review of Information (SUMARI)	JBI SUMARI is an online software program that provides end-to-end support for researchers and health professionals to conduct a systematic review from anywhere in the world, facilitating 10 different types of systematic reviews from protocol to report.
Train-the-Trainer: CS RTP	The JBI Train-the-Trainer: CS RTP is designed to enable JBI Collaborating Entity staff to become accredited trainers, to deliver the CS RTP in a manner that maintains consistency in the teaching and learning processes employed, and to help ensure that trainers uphold the reputation and standing of JBI.
Train-the-Trainer: EITP	The JBI Train-the-Trainer: EITP is designed to enable JBI Collaborating Entity staff to become accredited trainers, to deliver the EITP in a manner that maintains consistency in the teaching and learning processes employed, and to help ensure that trainers uphold the reputation and standing of JBI.
Wolters Kluwer Health/ Ovid	The global commercial distributor of JBI’s Evidence-based practice resources and tools and JBI online educational courses.

SECTION 5:

APPENDIX 1

THE JBI MODEL OF EVIDENCE-BASED HEALTHCARE



OVERARCHING PRINCIPLES

Culture - Capacity - Communication - Collaboration