

Integrating Brain Injury, Mental Health, and Addictions Research Program

MOHLTC Health System Research Fund

Proposed Program Advisory Committee Terms of Reference

Last Updated: July 18, 2018

1.0 Guiding Principles

The goal of the “*Integrating Brain Injury, Mental Health, and Addictions Research Program*” is to spearhead an integrated approach to traumatic brain injury (TBI), mental health, and/or addictions (MHA) through four aims that address the burdens faced by individuals with concurrent TBI and MHA, incorporating sex and gender throughout:

1. Understand the impact of a concurrent TBI and MHA on system level outcomes
2. Determine the barriers and facilitators to accessing health services and supports
3. Identify the critical characteristics of housing support
4. Identify gaps in knowledge and practice among front-line staff, services providers, and decision makers regarding criminalized men and women and women survivors of intimate partner violence

These aims address major research and knowledge transfer gaps identified by community partners and persons with lived experience, and inform ways to improve timely and equitable access, integration, and coordination of care.

2.0 Governance Model

A key component of this Research Program is the promotion of meaningful cross-sectoral engagement with knowledge users, including persons with lived experience and caregivers of persons with lived experience, through collaboration and participation in research and knowledge translation and exchange (KTE) activities.

Governance for this Research Program (**Figure 1**) will consist of both the Program Leadership Team (PLT) and the Program Advisory Committee (PAC). The PAC and the PLT will collaborate through open and continuous communication to ensure that an appropriate and effective pathway to impact is taken, maximizing the uptake and applicability of research findings and KTE activities. All members will be mindful of, and respect confidentiality and privacy.

2.1 Program Advisory Committee

2.1.1 Membership of the PAC

The PAC includes knowledge users, persons with lived experience, and caregivers of persons with lived experience:

- Initial membership includes representatives of the partner organizations who have formally supported this Research Program with a letter of support
- If a partner organization and/or its representative is unable to attend meetings, he/she shall reach out to the Program Manager (vincy.chan@uhn.ca or 416-978-1250) for alternate accommodations – if none are suitable, they may choose instead to become a corresponding member of the PAC, reviewing and providing feedback via email and/or other communication mediums with the Program Manager

2.1.2 Adding, Changing, Removing Membership on the PAC

■ Adding a partner organization:

- o A new partner organization and its representative may be recommended at any time throughout the Research Program
- o The rationale for adding an organization – i.e., relevance, importance, diversity – and its representative must be submitted to the PAC and the Program Manager, to be shared with the Program Leadership Team (PLT) for review
- o Upon review, a representative may be added via a majority vote at the first PAC meeting following the recommendation

■ Changing a representative:

- o Any partner organization may change its representative via written notice to the Program Manager at any time – it is the responsibility of the partner organization to accommodate the transition between representatives
- o If a representative is unable to attend a meeting for any reason, he/she may send a delegate – in this case, no official change is needed and the delegate shall be mentioned in the attendance

■ Withdrawing membership:

- o A partner organization may withdraw its membership at any time via written notice to the Program Manager – if possible, an alternate organization to invite shall be recommended

■ All new changes (new partner organization, new representative, withdrawal of membership) shall be announced at first PAC meeting following the change

■ To facilitate the participation of PAC members, \$50/meeting shall be provided to (a) partner organizations as release time for their representative(s) to participate in the PAC activities or (b) the representatives directly, pending written confirmation/agreement with partner organizations

2.1.3 Role and Responsibilities of the PAC

- ✓ Collaborate with the PLT to ensure that an appropriate and effective pathway to impact is taken, maximizing the uptake and applicability of research findings and KTE activities
- ✓ Guide and participate in discussion and decision-making of the Research Program (e.g., designing aspects of the Aims, analyzing and/or interpreting the findings, and KTE of research findings);
- ✓ Pursue opportunities to promote/disseminate the work of the Research Program and collaboration opportunities beyond existing group
- ✓ Attend quarterly meetings of approximately 1.5 hours in length with the PLT to discuss the progress of the research and to provide input and strategy from a knowledge user's perspective; and
- ✓ Review materials – agenda, minutes, and any other relevant meeting materials – distributed prior to the meeting.

3.0 Meeting Schedule and Structure

3.1 PLT and PAC Meetings

The proposed meeting schedule and structure between the PLT and PAC is described below and may be changed at the recommendation of the PLT and/or PAC:

Month/Year	Meeting Details	Format
1. July 2018	<ul style="list-style-type: none">✓ Introduction✓ Membership, roles and responsibilities✓ Next steps/vision for PAC	Teleconference

2. October 2018 3. January 2019	<ul style="list-style-type: none"> √ Summary of work/progress √ Discussion and decision-making 	Teleconferen ce
4. March 2019	<ul style="list-style-type: none"> √ Summary of work – fiscal 2018/19 √ Next steps for fiscal 2019/2020 	In-Person/ Teleconferen ce
5. July 2019 6. October 2019 7. January 2020	<ul style="list-style-type: none"> √ Summary of work/progress √ Discussion and decision-making 	Teleconferen ce
8. March 2020	<ul style="list-style-type: none"> √ Summary of work – fiscal 2019/20 √ Next steps for fiscal 2020/21 	In-Person/ Teleconferen ce
9. July 2020	<ul style="list-style-type: none"> √ Summary of work/progress √ Discussion and decision-making 	Teleconferen ce
10. September 2020	<ul style="list-style-type: none"> √ Summary of work – October 2017 – September 2020 √ Wrap-up/next steps √ Opportunities for continued partnership beyond funding √ Thank you! 	In-Person/ Teleconferen ce

Appendix A

Governance Model

Figure 1. Governance Model of the Integrating Brain Injury, Mental Health, and Addictions Research Program

