

Memorandum of Understanding

Between

SEARCH Canada

And

**The [Name of Department, Faculty, Division or College], hereinafter
referred to as the 'Institution'**

Regarding

The involvement of faculty members in SEARCH Canada

Dated: _____

WHEREAS:

- A. SEARCH Canada is a not-for-profit company whose members include various institutional stakeholders including universities, health authorities and the Alberta Heritage Foundation for Medical Research ("AHFMR");
- B. SEARCH Canada, in consultation with the Institution, has adopted a Policy Framework for Faculty Engagement to inform the relationship between SEARCH Canada and its faculty team.
- C. The Institution and SEARCH Canada (the "Parties") recognize there are three beneficiaries to this Memorandum of Understanding: the individual faculty member, the Institution and SEARCH Canada;
- D. Each Party recognizes the vital importance of focus on activities designed to enhance the impact of health related research on health systems and health outcomes in the Province;
- E. Each Party acknowledges that one of the critical factors in the further development of applied health research, research utilization and a health care culture that values research, is the deepening of ties between health service delivery organizations and Institutions of higher learning;
- F. Each Party acknowledges the importance of evaluation to ensure excellence; and
- G. It is in the best interests of the Parties and individual faculty members that agreements involving them be as simple and uniform as possible across the Province, while maintaining appropriate accountability standards and appropriate flexibility.

The Parties confirm their understanding as follows:

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1. Goals of SEARCH Canada

These goals are designed to support the overall and enduring goal of designing and delivering top quality, innovative programs and services which develop and maintain Alberta's leadership in applied health research.

1. Evidence Use.
To have health professionals using current, relevant and appropriate information to assist in identifying priority health issues and making decisions on these issues based on research results.
2. Collaborative Network
To develop a collaborative network of expertise across Alberta to initiate and carry out health research on a local, regional or provincial basis.
3. Culture Shift
To create a culture in which policy-responsive research is both valued and supported.
4. Integration and Sustainability
To integrate capacity for applied research and evidence-based practice into the core activities of all sectors of the Health System, ensuring long-term sustainability.
5. Dissemination of Knowledge
To increase the dissemination of research-based knowledge through enhanced Program services in response to health system needs.
6. Contributions to Knowledge
To conduct research and evaluation that contributes to world-wide knowledge about capacity- building for applied research in the health system.

2. SEARCH Canada Faculty Roles

In broad terms, faculty members' roles in SEARCH Canada contribute the shared goals in five main areas:

1. Teaching and instruction
2. Research project support
3. Collaborative research network support
4. Liaison and consultation
5. Leadership and management

These roles may occur within any of the SEARCH Canada programs and services, including SEARCH Classic, SEARCH Custom, SEARCH Consulting and Knowledge Services. Specific activities are outlined in more detail in the Framework for Faculty Engagement and the attached addendum, however in general these roles include:

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1. Teaching and instruction

The faculty team continually enhances the curriculum design and delivery for the Classic SEARCH program through:

- Participation in the design of the curriculum framework and module content for SEARCH Classic
- Delivery of appropriate elements of the curriculum in face-to-face instruction during residential modules and custom learning opportunities
- Preparation of course materials for both hard copy and the on-line learning environment
- Instruction and engagement with participants during SEARCH residential modules, in locally-based workshops, and through the virtual learning community
- Assistance with prior learning needs assessment of participants if required.
- Adoption of the approach to learning which embraces principles of adult learning and is committed to best utilization of information tools and technologies in support of learning.
- Provision of customized workshops in SEARCH Custom, and other learning opportunities, at the request of and designed in collaboration with health regions and other organizations.

2. Research Project Support

Faculty members work with SEARCH participants and other practitioners in local and provincial research projects by:

- Providing advice about research methods and resources.
- Collaborating to identify project themes and topics, design and propose appropriate research approaches and identify required resources and support.
- Monitoring and mentoring through the process of data collection and analysis, including facilitating relationships if necessary.
- Assisting and facilitating the process of reporting of research.

3. Collaborative Research Network Support

SEARCH Faculty are engaged in developing a network of expertise across the Province that can support collaborative health research by:

- Linking with health professionals, health system managers, other researchers and faculty members, AHFMR and others
- Linking individuals to others with common interests in a research theme or topic, including colleagues.
- Providing referrals to appropriate individuals or relevant resources
- Participating in SEARCH Canada meetings, workshops and conferences.

4. Consultation and Liaison

- Liaising with existing university-based courses to develop links or credit recognition.

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- Establishment and nurturing of relationships between SEARCH Canada and health system organizations.
- Organizational assessment and planning with respect to supporting research capacity building.

5. Leadership and management

In addition to the above roles, faculty who take a role in the Lead Team will have responsibilities for:

- Ensuring a cohesive and coherent overall approach through meetings with the Lead Team.
- Liaising with the department/university as needed and advocating for SEARCH.
- Leading and coordinating a faculty sub-group responsible for developing one curriculum theme, or one focused area, geographic or functional, in the SEARCH programs.
- Managing the administrative support for SEARCH within the institution.
- Planning and developing faculty team development and communication opportunities.

3. Responsibilities of Each Party

Although specific roles are unique, depending on the interests of the faculty member and the needs of the program, in general the parties will fulfill the following responsibilities:

Faculty Members

Generally, each faculty member is responsible to:

- Fulfill the specific roles listed in the addendum relating to their involvement.
- Communicate with colleagues and relevant administrators in their institution with respect to their involvement and potential relevance to the department.
- Complete an annual report for SEARCH Canada identifying their contributions to SEARCH Canada.
- Negotiate with relevant administrators with respect to how SEARCH involvement can contribute to meeting their objectives.

SEARCH Canada

SEARCH Canada is responsible to:

- Provide financial compensation according to agreed levels. Administrative support for SEARCH Canada activities will be provided in a distributed fashion to those Institutions involved. Administrative support is linked to Lead Faculty roles and is located at that particular institution.
- Assess and document annual contributions and accomplishments of the faculty team within SEARCH Canada in such a way that contributions are relevant to expanding capacity for health research and can be linked with relevant academic yardsticks to the greatest extent possible.

Institution

The home institution (department, faculty or organization) that employs the faculty member is responsible to:

- Ensure that the proposed activity fits within the scope of the department/faculty.

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- Allocate financial resources received from SEARCH Canada in such a way that the obligations of the faculty member are possible.

4. Outcomes

As a result of the involvement and collaboration of academic faculty, there will be:

1. A clear and cohesive curriculum design and plan.
2. Quality face-to-face instruction in an adult learning environment.
3. On-line curriculum availability when needed and material support.
4. Implementation and reporting of local and provincial research projects by SEARCH participants and others.
5. Positive relationships with all health authorities in the province.
6. Responsive support for research related activities in health authorities

5. Financial Arrangements

SEARCH Canada will provide financial support to employing institutions for activities carried out by CORE faculty (i.e. those that commit at least 20% of their time to SEARCH Canada). Appropriate annual salary reference amounts for faculty at varying stages of their careers e.g. junior, senior) will be determined from time to time by the SEARCH Canada Board, and will be used to determine financial support for faculty from all institutions. It will also provide modest administrative support to facilitate the involvement of faculty members.

Specific financial arrangements relating to the participation of each individual faculty member are described in an addendum to this Memorandum of Understanding.

6. Reporting and Evaluation of Faculty Contributions to SEARCH Canada

SEARCH Canada will provide an annual report format through which each Faculty member is expected to report each year by the date specified in the Addendum. This annual report provides an opportunity for faculty members to record contributions and accomplishments in the roles agreed to in the Addendum, as well as an opportunity to review roles and responsibilities and address any issues. It also provides the basis for evaluation of each faculty member in relation to their role with SEARCH Canada.

Evaluation of the faculty member's role and contributions will be part of the regular annual review process of each faculty member within the institution, according to the expectations negotiated between the individual and their dean/director. There will be an agreed and explicit process for three-way communication regarding the faculty role and responsibilities. SEARCH Canada will be provided with a summary of the job design negotiated between the faculty member and institution, as it relates to the SEARCH role and the faculty member will provide an opportunity for SEARCH Canada to provide feedback regarding contributions.

7. Conflict Resolution

The Parties commit to early, open and frank communication and discussion of all matters and issues in order to minimize any disagreements. If any disagreements are not resolved through the discussion and negotiations of the Parties, the Parties may agree to refer the disagreement to be resolved by mediation, before a single mediator either mutually agreed to by the Parties or selected by the Alberta Arbitration and Mediation Society.

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8. Intellectual Property

SEARCH Canada has developed an Intellectual Property policy that respects policies inherent in academic institutions and the nature of the knowledge developed within the SEARCH Canada milieu. This policy will be implemented with respect to intellectual property developed as part of the SEARCH Canada activities, and will be reflected in the specific Addenda signed with individual faculty members.

9. Termination or Renewal

This Memorandum of Understanding shall continue unless either party notifies the other prior to November 30 in any year that the Memorandum of Understanding will not continue after the end of that calendar year.

Signed:

On behalf of SEARCH Canada

Date

Department Head/ Dean
On behalf of Institution

Date