



## **Scholar in Residence Mental Health and Substance Use**

### **Application period**

**Letter of intent due: 6 Feb 2023**

**Invitations to applicant(s) to meet: 15 Feb 2023**

**Meetings: 27 Feb - 3 Mar 2023**

**Institutional review period: 8-24 Mar 2023**

**Start date: 1 May 2023**

**Sponsored By: Island Health**

# Island Health

## Scholar in Residence Competition

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## **1. PURPOSE & BACKGROUND**

### **1.1 Purpose**

The purpose of this competition is to recruit an academic researcher to collaborate with Mental Health and Substance Use (MHSU) team members at Island Health in support of research-related activities for identified priority areas. This competition also enables scholars from any career stage (early to late) to develop or strengthen a program of research in partnership with health system clinicians, decision-makers and programs in support of integrated knowledge mobilization and evidence-based practice and policy.

### **1.2 Background**

Historically, the Island Health Research Department initiated a Health Authority-based Scholar in Residence (SIR) position. The successful applicant for this position had a research focus upon Substance Use, including Harm Reduction, Early Treatment and the contribution of community non-profit organizations to service delivery. As the conclusion of this position approached, and given the priority of research and innovation, the MHSU program initiated a dedicated, embedded SIR position. In an effort to broaden the benefit of the SIR role to other areas, the position is anticipated to focus on a different population: Adults with lived and/or living experience of serious and persistent mental illness (e.g., Bipolar Affective Disorders, Major Depressive Disorders, and/or Psychotic Disorders such as Schizophrenia) who access (or have accessed) MHSU services consistent with the following Ministry of Health Tiers of Service:

- Tier 3 – Access, Urgent and Counselling Services
  - Treatment for high prevalence presentations including episodic severe states, without general impairment of everyday functioning. These individuals are generally able to attend to basic living needs and benefit from short-term interventions, counselling/psychotherapy services, and/or redirection to community supports. Rapid response to crisis presentations and gateway to MHSU Specialized Community Service Programs (SCSP).
- Tier 4 – Specialized Team-Based Outpatient and Rehabilitation Services
  - Treatment for complex psychiatric illness with or without substance use problems and/or addictions, or co-morbid physical health needs, which are associated with a moderate to severe level of functional disability. Individuals require regular assistance with daily living and require team-based care as they often have multiple service needs, regular care of a psychiatrist, and have experienced multiple hospitalizations.
- Tier 5 – Highly Specialized Care (Acute care, Tertiary Mental Health Services, Forensic Psychiatric facilities)
  - Treatment for severe, complex, and often chronically disabling mental illness with or without substance use problems and/or addictions, or co-morbid physical health needs, requiring intensive and highly specialized interventions.

This position is to be based within the relatively new regional MHSU Strategic Clinical Network's Quality and Clinical Networks portfolio. The MHSU SIR will collaborate and engage across MHSU operational and strategic teams, MHSU physicians, the Island Health Research Department, other Island Health programs (e.g. Clinical Data) as well as partners in academic and broader

communities.

The MHSU service is committed to advancing health equity, anti-racist practices and meaningful partnerships with Indigenous communities. The work of the SIR is expected to align with these commitments.

## **2. OVERVIEW OF POSITION**

### **2.1 Researcher Qualifications**

The Scholar in Residence will:

- Have a PhD and be associated with an academic institution as Postdoctoral Fellow, Clinical Fellow, Assistant Professor, Associate Professor or Professor;
- Have an academic background in health research and knowledge mobilization. There is **no** requirement to hold practicing registration with a BC health professional college;
- Be knowledgeable of the Tri-Council Policy Statement; research integrity requirements; the First Nations Principles of OCAP; equity, diversity and inclusion considerations in research; Indigenous cultural safety and humility; and applicable regulations, such as privacy legislation as it pertains to health research in BC.

Emerging scholars (i.e., within 0-6 years of obtaining PhD or first university appointment) are strongly encouraged to apply. Island Health MHSU is committed to supporting and encouraging the SIR to develop an independent research program, publish work arising from the SIR position and regular academic position in peer-review journals, and apply for additional research funding as a principal investigator. This commitment is in keeping with the value placed upon research, innovation, evidence and integrated knowledge mobilization to support Island Health's vision of *excellent health and care for everyone, everywhere, every time*.

### **2.2 Governance**

The MHSU SIR role will be embedded within the MHSU Regional Strategy portfolio within the oversight of the Executive Director and the Executive Medical Director. The Lead Contact for the SIR will be the Director, MHSU Strategic Clinical Networks – Quality and Clinical Networks (Tracey Nigro, PhD, RN, RPsych #1811).

For any scheduled communications material or public events relating to the research, the Scholar in Residence will collaborate with Island Health and acknowledge the support of Island Health on any reports, publications, materials or products generated from or about the research.

### **2.3 Term and funding**

The position is for a two year period, with the option for extension of up to two one-year periods at the discretion of Island Health and in consultation with the MHSU SIR. The time commitment of the SIR will be on a part-time basis of no less than 18.75 hours (equivalent to 2.5 days) of work per week for all terms/semesters for the duration of the position. The SIR must retain their academic appointment/affiliation with the host institution for the duration of the SIR position (i.e., two years in addition to any extensions).

Island Health has allocated a total of CAD \$67,500/annum per year for two years, or CAD \$135,000 total, inclusive of salary, benefits and direct costs to support the SIR role, payable to the host institution.

For vacation, sick leave, parental/family or other types of leaves or absences, policies of the host institution will apply. For leaves other than vacation, prior approval must be obtained from Island Health.

Full terms of the position will be outlined in the secondment agreement to be finalized between Island Health, the Seconded and the academic institution.

## **2.4 Focus area(s) of research**

As outlined in section 1.2, the focus area for the work of this SIR role is adults with lived and/or living experience of serious and persistent mental illness (with or without concurrent health conditions) whose service needs typically align with tiers three through five of the Ministry of Health Tiers of Service.

There are no predetermined requirements with respect to research methodology or other study specifics. Island Health MHSU values partnership, shared vision and a commitment to co-constructing and co-creating research activities that address strategic priorities, fill recognized knowledge gaps, and make meaningful contribution to evidence-based practice and policy through integrated knowledge mobilization.

Some illustrative examples of research focus areas include, but are not limited to: client experiences of care; client-reported outcomes; effectiveness of treatments; recovery trajectories for clients; family engagement in care; technology use for health services; or factors influencing the success of peer-support models. Applicants are welcome to specify or include other topics and outcome areas in their letter of intent.

## **2.5 Activities**

The activities to be undertaken by the SIR will include:

### **Research (Approximately 70%)**

- Conducting research: Collaborate with Island Health designates to plan and design a research agenda that aligns with the SIR's area of scholarly interest and the priorities of MHSU services.
- Enabling knowledge translation (KT): Provide consultation, education, and support for integrated knowledge mobilization of key findings and evidence emerging from SIR program of research for the advancement of practice, improvement of population health, and/or enhancement of health services. With Island Health designates and other research users, achieve research impact through publications, presentations and other KT products that support engagement, exchange and implementation of knowledge garnered from SIR activities across Island Health teams and to broader audiences.
- Establishing partnerships and securing funding for research: As an advocate and active role model for scholarly practice, the SIR is expected to actively publish findings and evidence emerging from SIR program of research in peer-reviewed journals; apply for provincial, national and international

research grants and other funding opportunities; form collaborations and partnerships with external academic partners, including universities, funding agencies, and provincial and national research or knowledge translation bodies; and pursue avenues to sustain program of research upon the completion of the SIR term(s).

### **Research Capacity-Building & Sustainability (Approximately 30%)**

- In collaboration with the Island Health MHSU Lead Contact and Research Department contacts, the SIR will work to:
  - Develop partnerships and pathways for scholars and graduate students to engage in research within MHSU services.
  - Increase the capacity of MHSU team members to engage in research- related activities including conducting research, applying emerging practices, critical analysis/synthesis, or implementation of research evidence.

## **2.6 Plan of work and progress reporting**

Upon assuming the role, the SIR will develop a work plan in conjunction with the Island Health MHSU Lead Contact for the duration of the two-year SIR term. The work plan will include description of the activities to be undertaken such as key milestones, timelines and reporting schedules. An initial draft of the work plan will be submitted to the Lead Contact within six weeks of the start date of the SIR position. This submission will be followed by approximately six to eight weeks of review, feedback and collaboration with the Island Health MHSU Lead Contact and the Executive leads of the program to finalize the work plan.

The plan may be amended or revised over the course of the SIR term based on mutual agreement between the SIR and the Island Health MHSU Lead Contact and should consider any transition planning required for the conclusion of the SIR term. With any extensions of the SIR agreement, an updated annual plan will be submitted, reviewed and finalized to reflect the term of the extension in a fashion similar to the initial work plan.

Throughout the term of the SIR, written quarterly progress reports will be provided to the Island Health MHSU Lead Contact during the last two weeks of March, June, September and December.

### 3. SELECTION PROCESS & KEY DATES

The application and selection process will take place over three stages as detailed below.

Activity	Time Frame
<b>Stage 1: Letter of intent</b> Please see Appendix A for letter of intent template. Up to three pages will be accepted with a separate CV attached. Please submit to <a href="mailto:Tracey.Nigro@Islandhealth.ca">Tracey.Nigro@Islandhealth.ca</a>	6 Feb 2023
<b>Stage 2: Meeting with Island Health MHSU</b> Applicants selected to proceed based on the evaluation criteria in section 3.1 will be contacted via the email address provided on their submitted letter of intent in order to schedule a one hour meeting to discuss the SIR position for mutual fit.	Notification: 15 Feb 2023  Meetings: 27 Feb to 3 Mar 2023
<b>Stage 3: Institutional review period</b> We expect institutional review to occur at this stage for the selected applicant. This includes: <ul style="list-style-type: none"> <li>a) An Academic Institutional Support Letter indicating:               <ul style="list-style-type: none"> <li>i. Alignment of the Scholar in Residence role with their institutional goals/objectives</li> <li>ii. Confirmation that the budget for this part-time role is acceptable</li> <li>iii. Institutional commitment to a secondment agreement</li> <li>iv. Signatories to letter of support are to include: VP of Research (or equivalent); Department Chair/Director; Research Administration – Dean or Chair.</li> </ul> </li> <li>b) A Declaration of Stakeholder Affiliation/Conflict of Interest (see Appendix B)</li> </ul>	Notified: 8 Mar 2023  Submission Deadline: 24 Mar 2023
Scholar in Residence position start	1 May 2023

### 3.1 Evaluation Criteria\*

Criteria	Stage 1 Letter of Intent	Stage 3 Institutional Review
	Points	
<b>1. Researcher Qualifications</b>	<b>30 points</b>	
Qualifications, experience and past accomplishments relevant to the Scholar in Residence scope of activities including collaboration with health service providers.		
<b>2. Alignment with MHSU Priority Area(s)</b>	<b>30 points</b>	
Proposed area(s) of research align with MHSU Population and Program Priorities as outlined in Section 2.4 above.		
<b>3. Knowledge Translation and Capacity-Building</b>	<b>30 points</b>	
Proposal supports knowledge translation and capacity building related to research for MHSU program team members		
<b>4. Identification of potential funding opportunities</b>	<b>10 points</b>	
Suitable future funding opportunities for sustainment of research beyond SIR position are identified		
<b>5. Budget Alignment, Time Commitment and Academic Institutional Support</b>		<b>Completion</b>
Institutional support of arrangement for the applicant; mechanism for funding		
Confirmatory statement of the time commitment (e.g., number of days/hours per week) and allotted budget for the SIR role		
Host institution environment includes available and accessible personnel, facilities, infrastructure and mentorship/support network		

\* Stage 2 Meeting is an opportunity for dialogue to determine mutual fit; no specific evaluation criteria

**Contact Person**

For information related to this Competition and to submit related documents, please contact:

**Tracey Nigro, PhD, RN, RPsych (#1811)**

Director, MHSU Strategic Clinical Network - Quality and Clinical Networks

Island Health

#622 – Eric Martin Pavilion

2328 Trent St Victoria, B.C. V8R 4Z3

250-812-0061

[Tracey.Nigro@islandhealth.ca](mailto:Tracey.Nigro@islandhealth.ca)

## 4. DEFINITIONS AND GENERAL TERMS AND CONDITIONS

**1. Definitions:** Throughout this document, the following definitions apply:

- a) “Contact Person” means the Island Health Contact person for any communication in respect of this Competition, as identified herein or in any addenda to this Competition issued by Island Health;
- b) “Contract” means the written agreement resulting from this Competition, executed by Island Health and any selected Applicant(s);
- c) “Island Health” means Vancouver Island Health Authority;
- d) “must”, or “mandatory” means a Requirement that must be met in order for a Proposal to receive consideration;
- e) “Applicant” means entity that submits a Proposal;
- f) “Proposal” means all of the documentation submitted by in response to this Competition, which has been accepted by Island Health;
- g) “Competition” means this Scholar in Residence Competition issued by Island Health for the goods and/or services specified in this document, and any addenda to this document issued by Island Health;
- h) “should” or “desirable” indicates a requirement that Island Health would like the Applicant to address in its Proposal;
- i) “Submission Deadline” means the time on the date set out in this document by which a prospective Applicant must submit the Proposal, as may be amended; and

**2. Invitation.** This Competition is an invitation for a prospective Applicant to submit a Proposal. Island Health is not bound to enter into a Contract with any Applicant and Island Health may at its sole discretion, cancel its decision to enter into a Contract with a selected Applicant at any time until

such time that a Contract is entered into by Island Health and the Applicant.

**3. Acceptance.** Submission of a Proposal indicates acceptance by the Applicant of all the terms of this Competition, including the terms of any addenda to this Competition issued by Island Health.

**4. Eligibility.** Proposals will not be evaluated if the current or past interests of the Applicant may, in Island Health’s opinion, give rise to a conflict of interest in connection with the goods or services described in this Competition - this includes, but is not limited to, involvement by an Applicant in the preparation of this Competition. If an Applicant is in doubt as to whether there might be a conflict of interest, the Applicant should consult with the Contact Person. In addition, the Applicant must complete the Conflict of Interest Declaration, in the form attached (Appendix B), as part of the Proposal if the Applicant believes they might be in a conflict of interest.

### 5. Submission of Proposals.

a) Submission Deadline. Proposals must be submitted by the Submission Deadline to the Contact Person. Late Proposals will not be accepted.

b) Amendment / Withdrawal of Proposal. By submission of a clear and detailed written notice to the Contact Person, the Applicant may amend or withdraw its Proposal prior to Submission Deadline. Any amendment or notice must be submitted in the same manner as prescribed in this Competition for the

submission of Proposals. As at the Submission Deadline, all Proposal submitted become irrevocable and the Applicant may not thereafter amend its Proposal.

c) Proposal Clarification. Island Health reserves the right to seek clarification or supplementary information from an Applicant after the Submission Deadline. Any response received by Island Health from the Applicant shall, if accepted by Island Health, form an integral part of that Applicant's Proposal.

d) Ownership of Proposals. All Proposals and any accompanying documentation submitted to Island Health become the property of Island Health and Island Health is not required to return the Proposal or such documentation to the Applicant.

#### **7. Evaluation.**

a) Evaluation Committee. Evaluation of Proposals will be by a committee designated by Island Health and may include employees and contractors of Island Health or other third parties in Island Health's sole discretion.

#### **8. Contract.**

a) Selection of Applicant. Island Health anticipates that one Applicant will be selected by Island Health. The selected Applicant's Academic Institution shall enter into discussions with Island Health with a view to concluding a Secondment Agreement.

**9. Applicant Expenses:** Applicants are solely responsible for their own expenses in preparing a Proposal, and for subsequent due diligence and negotiations with Island Health, if any. Island Health shall not be liable for any expenses, costs, losses, or damages incurred or suffered by an Applicant or any third party resolution from Island Health exercising any of its rights under this Competition.

Except as otherwise expressly set out in Section 9, Island Health shall not be liable to pay any costs or expenses of any Applicant whatsoever.

#### **10. No Claim by Applicant or Third Parties.**

**11. FOIPPA.** The Proposal and documents provided may be released in accordance with the *Freedom of Information and Protection of Privacy Act* (British Columbia), as maybe amended. An Applicant should identify any information in its Proposal or any accompanying documentation for which confidentiality is to be maintained by Island Health.

## **Appendix A: Research Scholar in Residence Letter of Intent**

Mental Health and Substance Use - Island Health

Please submit up to **3 pages maximum** to [Tracey.Nigro@IslandHealth.ca](mailto:Tracey.Nigro@IslandHealth.ca), with separate CV attached

**Name:**

**Email:**

**Phone:**

**Institution:**

**Department:**

**Role/Title:**

- 1. Researcher qualifications**
  
- 2. Proposed areas of research**
  
- 3. Planned knowledge translation and capacity-building activities**
  
- 4. Future funding opportunities for sustainment of research**

## Appendix B: Declaration of Stakeholder Affiliation/Conflict of Interest Template

Capitalized terms used in this Conflict of Interest Declaration (“**Conflict Declaration**”) shall have the meaning ascribed thereto in the Scholar in Residence Competition of which this declaration forms a part. Island Health requires that each Applicant, if they believe they are in a conflict of interest, to complete this Conflict Declaration as part of its Proposal in accordance with the Scholar in Residence Competition.

### Instructions

The purpose of this conflict of interest declaration is to advise Island Health of any Conflict of Interest the Applicant may have in respect to the Scholar in Residence role at Island Health. Upon the disclosure of a Conflict of Interest, Island Health will make a decision as to whether it should disqualify an Applicant. Accordingly, full disclosure as to any Conflict of Interest by each Applicant is required. The accurate disclosure of a Conflict of Interest will result in an analysis by Island Health, where the failure to disclose a Conflict of Interest may result in immediate disqualification.

A “Conflict of Interest” shall be defined as any situation or circumstance where, in relation to this Competition process, the Applicant has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including (i) possessing or having access to information in the preparation of its Proposal that is confidential to Island Health and is not available to other Applicants; (ii) communicating with any official or representative of Island Health or members of the Evaluation Committee with a view to influencing them and obtaining preferred treatment in this Competition process; or (iii) engaging in conduct that compromises or could be seen to compromise the integrity of the open and competitive Competition process.

### 2. Conflict of Interest Declaration

I, \_\_\_\_\_ (Name of the Applicant) have carefully reviewed my own situation and/or that of the institution which I represent and declare as follows:

☐ I have no conflict of interest to declare,

OR

I am involved in some situations or actions that might be regarded as a potential Conflict of Interest. Details of each of these situations and/or actions are as follows:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

I agree to notify Island Health immediately if any situations or actions develop that might be regarded as a potential Conflict of Interest in respect of this Competition process. **I hereby declare of the contents of this Statement of Full Disclosure and Conflict Of Interest Declaration to be true and correct.**

Signature: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023

Name of Applicant (please print): \_\_\_\_\_