



INSTITUTE FOR WISCONSIN'S HEALTH INC.

**Wisconsin Public Health Practice-Based Research Network (WPHPBRN) Charter
REVISED
March 6, 2010**

I. Purpose of the WPHPBRN Charter

The purpose of this charter is to establish initial network organizational and decision-making structure for the WPHPBRN.

II. WPHPBRN Defined

The purpose of public health practice-based research networks is to increase the production and translation of public health research that improves the quality of health and health outcomes. The WPHPBRN will encourage and support public health practitioners at state and local levels throughout Wisconsin to collaborate with researchers in designing, implementing, evaluating and disseminating practical solutions to public health systems and practice problems. Public health practitioners and academic partners will work together to identify relevant questions and address them within local health department practice settings. The result of this collaboration is scientific information that can be readily used by public health practitioners, academic and community partners.

WPHPBRN Specific Goals :

1. Identify public health systems and services research (PHSSR) practice questions of mutual interest to local health departments and academic partners.
2. Develop, implement, evaluate and disseminate at least one PHSSR project within initial grant funded period.
3. Identify and seek funds to answer additional practice-based research questions.
4. Establish a sustainable network in which practice-based research activities related to PHSSR can be accomplished.
5. Encourage and facilitate linkages between researchers in public and private academic settings and public health practice partners in Wisconsin in order to design, conduct, and disseminate practice-based PHSSR.
6. Add to the evidence base for effective public health systems and services in Wisconsin and beyond.
7. Facilitate the translation of evidence into public health practice.
8. Potentially serve as the Healthy Wisconsin 2020 lead agency for the public health systems and services research focus area.

III. WPHPBRN Organizational Structure

Network Lead Agency: Wisconsin Division of Public Health (WDPH)

Network Directors: Susan Zahner, DrPH, RN (UW School of Nursing), and Pat Guhleman, Interim Director, Bureau of Health Information and Policy, Division of Public Health/WDHS.

Network Management: Institute for Wisconsin's Health, Inc. (IWHI): Lead agency for managing and coordinating WPHPBRN activities and communication within network, with the national coordinating center and with other PBRNs in Wisconsin and other states.

LHD Practice Partners: Partners will initially include representatives from 12 local health departments

Steering Committee: The Steering Committee is chaired by a local health department member and will consist initially of representatives from three additional local health departments, the lead agency (WDPH) state and regional offices, the managing agency (IWHI), academic partners from the University of Wisconsin and the Medical College of Wisconsin, the Wisconsin Research and Education Network(WREN), the Institute for Clinical and Translational Research (ICTR), and associations such as the Wisconsin Public Health Association, the Wisconsin Association of Local Health Departments and Boards, and the Center for Urban Population Health.

Principal Investigators: Researchers and/or faculty and other partners who lead research projects within the WPHPBRN

IV. Network Management Agency, Network Directors, and Lead Agency

- Interface with grantor
- Convene, guide and coordinate the network
- Establish and maintain network communication mechanisms including report writing
- Identify and resolve technical assistance needs for the network
- Attendance at PBRN grantee meetings and ongoing communication with national coordinating center
- Manage administrative and fiscal aspects of the WPHPBRN grant
- Lead infrastructure development
- Encourage new local health departments to participate in the network
- Continually work with steering committee and others to connect with new academic partners
- Oversee quality and integrity of initial research project (Network Directors, Principal Investigators)
- Recruit additional research partners as needed
- Respond to relevant funding opportunities using a network approach
- Plan WPHPBRN meetings and learning opportunities
- Meet at least quarterly, by phone or in person, to accomplish the above activities
- Ensure sustainability of all activities beyond grant funded period

- Distribute information related to potential or current WPHPBRN activities to appropriate audiences

V. Steering Committee Goals

- Establish strategic direction for the network and assist in organizational development over time.
- Develop a long term sustainability plan for the WPHPBRN
- Develop criteria for project selection and prioritize research issues and topics
- Identify faculty and/or researchers and practice sites to serve as active participants in PHSSR projects
- Identify a range of available and accessible data sources for PHSSR
- Develop a system for accessing and utilizing data
- Review of selected communication and marketing materials over the course of network establishment and project/s development
- Stay apprised of WPHPBRN progress and activities and act as spokespersons for the WPHPBRN
- Serve as practice-based research champion
- Leverage connections among academic, public health and community partners
- Assist with generating PHSSR questions and issues from public health practice partners
- Promote and provide guidance about the translation of existing and new research into practice

VI. Steering Committee Responsibilities

Steering Committee members are responsible for the following:

- Attend WPHPBRN meetings and participate in conference calls
- Obtain input from professional colleagues and peers, when appropriate
- Actively participate in accomplishing goals mentioned above

Execution of Practice-Based Research with LHD Practice Sites

- Principal Investigators and other researchers will assist in defining details of research methods and processes with local practice partners
- Academic partners, local health departments (practice sites) practice partners will collaborate on final design of research methods and process
- Practice site is a full partner in reviewing proposal, reviewing data and participating in dissemination of results to others
- Principal Investigators will pursue Institutional Review Board approvals at appropriate institutions when needed for the protection of human subjects engaged in research conducted through the WPHPBRN