



Wisconsin Public Health Practice-Based Research Network Charter  
February 9, 2010  
**DRAFT**

I. Name

Wisconsin Public Health Practice-Based Research Network (WPHPBRN)

II. Wisconsin PHPBRN 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 allow 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 practice problems. The WPHPBRN will identify relevant questions originating from local public health practitioners and link these questions with researchers and research methods applied within local health department practice settings. The result of this collaboration is scientific information that can be readily used at the state and local practice level by both public health practitioners and community partners.

Goals include:

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 public health systems and services (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 research focus area.

III. Purpose of the Wisconsin PHPBRN Charter

The purpose of this charter is to clarify the organizational and decision-making structure for the Wisconsin PHPBRN.

#### IV. Organizational Structure

The Wisconsin PHPBRN organizational structure includes the following levels:

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

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

*Managing Agency:* Institute for Wisconsin's Health, Inc. (IWHI): Lead agency for managing PBRN activities and communication within network, with the national coordinating center, and other PBRN 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.

#### V. Principal investigators, Lead Agency and Managing Agency Responsibilities<sup>1</sup>

- Interface with grantor
- Convene, guide and coordinate the network
- Establish and maintain network communication mechanisms including report writing
- Attendance at PBRN grantee meetings and continual communication with national coordinating center
- Manage administrative and fiscal aspects of the PBRN 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
- Recruit additional research partners as needed
- Plan PBRN 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

## VI. Steering Committee Responsibilities

- Advise on strategic direction for the network and assist in organizational development over time.
- Advise on long term sustainability of the Wisconsin Public Health PBRN
- Review of selected materials over the course of network establishment and project/s development
- Keep apprised of WPHPBRN progress and activities and act as spokespersons for WPHPBRN
- Assist in identifying researchers and practice sites interested in PHSSR
- Leverage connections among academic, public health and community partners

## VII. Wisconsin Public Health PBRN - Specific Activities

- Generate PHSSR questions and issues from public health practice partners
- Prioritize research issues and topics
- Identify faculty to serve as active participants in PHSSR projects
- Identify the range of available data sources
- Develop an inventory of technical assistance needs
- Respond to relevant funding opportunities using a network approach
- Serve as practice-based research champion
- Distribute information related to potential or current PBRN activities to appropriate audiences
- Promote translation of existing and new research into practice
- Provide guidance about translation of research into practice

All members have the right to choose which activities and projects they would like to participate in.

## VIII. Decision-making

All Wisconsin Public Health PBRN members will assist in making decisions about the following:

- Adoption of projects or proposals
- Selecting grants to pursue as a network
- Revising the PBRN charter

## Execution of Practice-Based Research

- Academic partners will assist in defining details of research methods and processes with local practice partners
- Academic partners, local health departments (practice site) 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