

Ways of Working

The Innovation Collaborative

'Innovation: change that adds value' *Innovation Collaborative (the Collaborative)*

"Ways of Working is how a team collaborates. It leads to connection, belonging, trust, speed, and momentum."¹ We want to recognise that ways of working, knowledge and innovation within Australia has transcended 60,000 years and want to pay our respects to the traditional custodians of our land who are the original innovators of which we continually learn from and build upon.

Vision

A space for innovation to be nourished and developed, for broader adoption throughout the health system by thinking global, acting local.

Purpose & Values

- Fostering a culture of innovation.
- Providing a welcome introduction to explore innovation across the health system.
- Stimulating thinking through conversation and dialogue to facilitate rapid exchange of ideas, perspectives, and opinions.
- Committing to decisions and actions to pursue innovative approaches.
- Fostering relationships that enables innovations to be co-designed, resourced and delivered across the system.
- Bring knowledge, expertise and experience fostering collaboration and contributing to a whole of system approach.

Membership

Membership structure – see Attachment 1.

The **Collaborative Working Group** will consist of 5-10 representatives from: Local Health Networks, industry, academic, non-government, and community.

The Chair will select members from the Collaborative Core for a period of 12 months. At the end of this period a review of members will occur, and new members elected/selected from the Collaborative Core to

ensure rotation and broad representation across the system. This process and members selected has been designed to achieve agility and continuity whilst leveraging people who are able to influence and mobilise innovation.

The **Collaborative Core** is open to all that want to be involved in progressing innovation within the health system.

The **Collaborative Community** is the place where the Collaborative Core interfaces with the broader health system, it is a place where ideas can be generated and fed back to the Collaborative Core for discussion and action.

Responsibilities

Chair

A Rotating Chair will ensure shared ownership across the Collaborative. The rotating Chair will be elected from the Collaborative Core recognizing that:

- Guides operational functions and provides administrative support for that meeting.
- Encourages broad participation from all members including consumer and carer advocates in discussion.
- The CEIH member will be either the Chair or the Deputy Chair, in the first year of the Innovation Collaborative to ensure inaugural year launch.

Working Group

The Working Group will ensure facilitation of the Innovation Collaborative, and provide opportunities to resource, facilitate, and adopt innovation within their broader jurisdictions. These positions are to uphold and drive the purpose and values of the Innovation Collaborative as well as to facilitate strategic actions, advocacy, and influence for sustainable impact within the system.

¹ <https://www.atlassian.com/practices#---text=Ways%20of%20working%20is%20how.especially%20in%20times%20of%20change>

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Core

The Core will ensure collaboration, knowledge transfer and a culture of innovation is sustained within and beyond the Innovation Collaborative. These members are critical in shaping the actions and direction of the Innovation Collaborative.

Community

The entire health and medical ecosystem are passive members of the Collaborative Community. It recognises that all members of the system have a role to play in innovation, enabling broader conversations, information gathering, and fostering a culture of innovation to be captured by the Working Group and Core members.

Meetings

Frequency

The working group will meet bi-monthly to ensure facilitation of directions and actions of the broader Innovation Collaborative. The Innovation Collaborative collectively will have 4 meetings per year, every quarter to ensure the innovation agenda continues to progress, with the option to alter these at anytime. Small groups may be formed, chaired by a member of the Working Group with invitations / expression of interest from the Core as required.

Attendance

Meetings will be face-to-face with online options available for regional and rural areas.

Communication & Reporting

A Teams Channel (or alternative) will be established as a location for correspondence, sharing of ideas, proposal for agenda topics. All members will have access to this.

After each meeting a 1-page summary of decisions and actions will be distributed to the Collaborative. At the end of each year a summary report will be prepared for all members. Each member is then responsible for the distribution of information through their own organisation.

Members are prepared to share innovation initiatives they are engaged with, unless not able to for in-confidence reasons.

Resources & Support

Any additional funding required will need to be discussed and sought by the Collaborative.

Conflicts of Interest / Intellectual Property

Proactive management of issues relating to conflicts of interest, intellectual property, confidentiality, and commercialisation is required:

- Conflict of interest declaration will be a standing agenda item.
- Members will be asked to declare in writing any conflicts of interest prior to commencing the meetings which will be documented in a Conflict-of-Interest Register.
- Members will also declare any new conflict of interest related to group duties as soon as practical after such conflict arises.
- If there is a declaration of conflict of interest the member will, on advice of the Chair, either refrain from participating in discussions or absent themselves from the room at that point.
- It is assumed that matters discussed are not confidential or in-confidence. Where this is not the case it must be explicitly stated and documented.

Approvals and review

This Ways of Working document shall be reviewed annually by the Collaborative Core. Any changes will seek feedback from the broader Collaborative before being endorsed by the Core.

DATE AGREED

06/02/2024

REVISION DATES:

No.	Date	Nature of change(s)
0.1	06/12/2023	Incorporation of Collaborative feedback
0.2	06/02/2024	Incorporation of Working Group feedback

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Attachment 1: membership structure

