



Agreements for Working Together Physician Facilitators and Mind Space

Mind Space Facilitators are a collective of physicians, many of whom are leaders and innovators and all of whom are passionate about mental health care. We do our best to cultivate a sense of community and shared leadership amongst ourselves and are self-governing. Over the years the CBT Skills Groups Society (now Mind Space) has articulated a [guiding mission and set of values and strategic goals](#), and we do the best we can to stay aligned with these foundations, through deliberations in our governing bodies (the Operations and Development Committee and the Board of Directors), and through our own personal alignments.

We want to invite all facilitators to harness their creative energies to propose and develop improvements and innovations and continue in the spirit of the grassroots responsiveness that gave rise to this program in the first place. If you have ideas about new ways we can deliver services, or new populations to target, bring these forward so we can consider if and how they fit within the activities of the collective. Proposals for new ventures are evaluated based on alignment with our values of being evidence-based, accessible, sustainable, affordable and inclusive of quality improvement measures, as well as considering feasibility, funding, and alignment with current priorities.

That said, we also ask everyone to agree to some constraints and safeguards, so that we can ensure that the assets we've developed and the reputation we've built continue to be used in the manner for which they are intended. As well, we have built a number of partnerships with Divisions, Health Authorities and other bodies for whom we wish to be reliable.

In particular, we wish to highlight the following values:

ACCESSIBLE AND AFFORDABLE: Mind Space programs are a publicly funded service developed to provide increased access to quality publicly funded mental health care. With this goal in mind, the materials as they have been assembled are **intended for public benefit**, not for privatization or for the purposes of commercial gain.

QUALITY ASSURANCE AND IMPROVEMENT: The program seeks quality and excellence in its operations and delivery. To ensure this quality, **the program is solely to be**

administered by certified Mind Space facilitators who are equipped to use Mind Space program workbooks and associated materials.

DEVELOPMENT AND GROWTH: All growth is overseen by the community. As such, use of the Mind Space programming brand or Mind Space intellectual property, in its entirety or by portion, is prohibited without explicit consent by Mind Space. Clear brand identification is mutually beneficial for the facilitator and other facilitators affiliated with Mind Space, and for clarity among referring clinicians.

In this spirit, the following outlines the assets and the brand that we wish to collectively represent and protect. Please read the following and sign your agreement.

DEFINITIONS:

Mind Space is a non-profit created to support a collective of physician facilitators, coordinated by an Executive Director, supported by administrative staff, and overseen by a Board of Directors. See the [governance chart](#) for details.

BRANDING:

Mind Space Brand includes:

- The name “Mind Space”
- Mind Space Logo
- Mind Space Website – www.mind-space.ca
- Reference to Mind Space programs or provincial referral centre
- Reference to being a “Mind Space Facilitator”

CBT Skills Foundations Brand includes:

- The name “CBT Skills Foundations Group” or “CBT Skills Groups” or “CBT Skills”
- CBT Skills Groups Logo
- CBT Skills Groups Website – www.cbtskills.ca
- Reference to CBT Skills Groups or provincial referral centre
- Reference to being a “CBT Skills Groups Facilitator”

Raising Resilient Kids Parenting Brand includes:

- The name “Raising Resilient Kids Parenting” or “Raising Resilient Kids”
- Raising Resilient Kids Parenting Logo
- Raising Resilient Kids Parenting Webpage
- Reference to Raising Resilient Kids Parenting or provincial referral centre
- Reference to being a “Raising Resilient Kids Facilitator”

Skills for Success: ADHD Strategies for Adults Brand includes:

- The name “Skills for Success: ADHD Strategies for Adults” or “Skills for Success”
- Skills for Success Logo
- Skills for Success Webpage
- Reference to Skills for Success or provincial referral centre
- Reference to being a “Skills for Success Facilitator”

INTELLECTUAL PROPERTY:

Mind Space Intellectual property includes:

- CBT Skills Foundations and Raising Resilient Kids Parenting Workbooks, and any addendums
- CBT Skills Foundations and Raising Resilient Kids Facilitator Guides, and any addendums
- CBT Skills Foundations and Raising Resilient Kids handouts
- CBT Skills Foundations and Raising Resilient Kids Teaching slides (print and electronic)
- CBT Skills Foundations, Raising Resilient Kids, and Skills for Success presentation and workshop materials
- Handouts and program materials associated with all Level Two Groups (An Introduction to Mindfulness, Mindfulness-based Cognitive Therapy, CBT Skills for Insomnia) and Booster Groups (Avoidance: Procrastination & Perfectionism, Cognitive Change, Values, Self-compassion)
- Mind Space Level One (including Skills for Success) and Level Two programs promotional materials

The Mind Space intellectual property refers to the compilation and synthesis of materials. The content of these materials is drawn from multiple sources in the public domain, but the particular manner in which they are structured, and the associated printed and electronic materials, constitute the intellectual property.

Skills for Success: ADHD Strategies for Adults Intellectual Property includes:

- Skills for Success Manual, and any addendums
- Skills for Success Facilitator Guide, and any addendums
- Skills for Success handouts
- Skills for Success Teaching slides (print and electronic)

The Skills for Success intellectual property is owned by Elisabeth Baerg Hall, MD and Candice Murray, Ph.D. This property refers to the compilation and synthesis of materials. The content of these materials is drawn from multiple sources in the public domain, but the particular manner in which they are structured, and the associated printed and electronic materials, constitute the intellectual property. **No portion of these materials may be reproduced without permission from the authors. No**

modifications of the manual, facilitators guide, handouts, or teaching slides are permitted without permission from the authors.

A **CBT Skills Group Facilitator/Mind Space Facilitator** is a physician who has completed all required levels of training for Level One/ Level Two programs and has received Mind Space certification.

AGREEMENTS

1. The current and previous versions of all Mind Space program workbooks and Skills for Success manual, will not be sold/distributed/gifted to the general public, inclusive of both the physical Workbook and electronic versions (flippable, PDF) without written consent of Mind Space.
2. The current and/or previous versions of all Mind Space program workbooks (not Skills for Success manual) may be given to healthcare professionals, inclusive of both the physical workbooks and electronic versions (flippable, PDF), with the understanding that this does not certify such individuals to offer groups with the Mind Space workbooks (only certified Mind Space Facilitators can run groups they are trained for).
3. Bulk ordering of physical copies of all program workbooks will be monitored by Mind Space and only permitted to certified Mind Space Facilitators. Determining the unit cost of the workbooks remains the sole discretion of Mind Space.
4. Clarity of referral pathways: Where the provincial referral centre is available to primary care providers and has been determined as the pathway for patient referrals in a region, based on partnerships between the regional Division of Family Practice and Mind Space, facilitators may not then solicit referrals from other primary care providers (i.e., those who are not part of their own circumscribed practice) and use the workbooks or Skills for Success manual to run group medical visits with these referred patients.
5. Use of PARTS of the Mind Space Workbooks (not Skills for Success manual): Facilitators or other clinicians (e.g., clinicians who have completed Phase 1/Physician Wellness group) may reproduce and/or distribute Workbook contents to patients with whom they have a clinical, individual (i.e., not group) relationship.
6. Facilitators who wish to use the Mind Space/Skills for Success Intellectual Property, in part or in whole, in ways that are not already established, or who wish to use their affiliation with Mind Space to solicit or establish initiatives for *groups other than patients or healthcare professionals*, are required to submit request to Mind Space in writing. These proposals will be discussed by the Operations and Development Committee and/or Board of Directors to ensure they align with Mind Space's values.

For example,

- a. Proposals to run workshops, programs or retreats for other professional groups, or for members of the general public
 - b. Proposals to run peer support groups or to coach groups or individuals
7. Requests to substantially modify any aspect of the Mind Space/Skills for Success Intellectual Properties or the Brands must be submitted in writing to Mind Space.
 8. Facilitators and their designates must exercise a reasonable degree of care to avoid inadvertent dissemination or reproduction of Mind Space/Skills for Success Intellectual Property, particularly through electronic media (e.g., avoid posting the Workbook PDF to a public site)
 9. If a Facilitator acts, or is perceived to have acted, in a way contrary to this agreement, the Operations and Development Committee will review the situation with the Facilitator, involving the Board of Directors as necessary. Suspension of certification as a Mind Space Facilitator may be instituted while these processes are ongoing.
 10. Facilitators must be guided by their professional ethics and obligations, as governed by their licensing body. Any action taken by a Facilitator is solely their responsibility, and Mind Space cannot be held responsible for any damages or harms that occur, whether or not the Facilitator has been using Mind Space/Skills for Success Intellectual Property or operating under any Mind Space programs' brand in such circumstances.
 11. Public comments – Facilitators who make public comments, directly or indirectly, associated with Mind Space and who fail to accurately represent Mind Space in terms of its mission, values, operations and strategic goals will be reviewed as outlined in #8.
 12. Contravening this agreement – if a Facilitator realizes they have acted in a way that is not in keeping with this agreement, they will notify the Executive Director in writing as soon as possible.
 13. Any Facilitator who has had their certification revoked after due process is no longer permitted to use the Mind Space/Skills for Success Intellectual Property or Brands. All physical and electronic properties must be returned within 90 days to the Mind Space organization.

Signed:

Date: