

Position Description

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| Position Title | AJGP Editorial Fellow Academic Post | Reporting to | Editor in Chief |
| Business Unit | Member Experience | Direct Reports | n/a |
| Classification | Agreed rate | Date | April 2024 |

Our Organisation

The Royal Australian College of General Practitioners (RACGP) is the voice of General Practitioners (GPs) in our growing cities and throughout rural and remote Australia. For more than 60 years, we've supported the backbone of Australia's health system by setting the standards for education and practice and advocating for better health and wellbeing for all Australians.

We cultivate a stronger profession by helping the GPs of today and tomorrow continue their professional development throughout their careers, from medical students and GPs in training to experienced GPs. We develop resources and guidelines to support GPs in providing their patients with world-class healthcare and help with the unique issues that affect their practices. We're a point of connection for GPs serving communities in every corner of the country.

Australia's GPs see more than two million patients each week, and support Australians through every stage of life. The scope of general practice is unmatched among medical professionals, so the RACGP supports members to be involved in all areas of care, including aged care, mental health, preventative care and Aboriginal and Torres Strait Islander Health.

Patient-centred care is at the heart of every Australian general practice and at the heart of everything we do.

Our Values

RACGP Employees are expected to uphold our workplace values:



Progressive leadership Forward thinking and proactive leaders who lead by example and empower employees to create and drive innovation



Quality Honouring our Organisational Vision and Mission Statement by constantly striving for excellence in service delivery and advancement in the field



Ethics Committed to acting with morality, integrity and transparency in serving the best interests of all stakeholders



Professionalism Dedicated professionals who respect and collaborate with others and are fully accountable for their actions.

Your Team

Member Experience exists to facilitate services and products that connect members to the RACGP. The business unit plays a critical role in ensuring that the RACGP has the right mechanisms to seek out, listen to, clarify, assess, prioritise and feedback the views of the RACGP's members, and to provide them with a facilitated community of practice where they can come together to gain and share knowledge, resources and experience.

Your Role

The AJGP Editorial Fellow academic post will provide you with an opportunity to gain an in-depth understanding of the medical publication world. You will receive formal training in the relevant processes over the first three months before gradually expanding into a workplace role. The emphasis of this post is to provide you with a supported introduction to the field.

You will work under the supervision of the Editor in Chief to contribute to the processes of medical editing within the journal, with the aim of acquiring skills in medical editing, medical writing, issue management, critical appraisal and peer reviewing. You will be encouraged to further develop the area of most interest to you across writing, managing manuscripts and critical appraisal and your key responsibilities in this role will evolve through the year as your competency builds. Eventually, you will be tasked with whole issue management for 1-2 issues during your post. You will be required to work cooperatively with authors, reviewers, researchers and administrative and production staff, and will strictly adhere to the timelines of the journal.

This role requires you to work specifically at the AJGP on Fridays. The role may be done remotely, but there will be opportunities to attend the AJGP office in East Melbourne, Victoria.

Key Responsibilities

The core skills, competency outcomes and criteria of this position are aligned and detailed in the [AJGP-Editorial-Fellow-Curriculum-2019.pdf \(racgp.org.au\)](#). This is summarised below.

| Core Skill | Key responsibility |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Critical evaluation of manuscripts | <ul style="list-style-type: none"> • Demonstrate an understanding of research methodology when considering manuscript submissions • Identify whether the manuscript meets the minimum criteria for consideration • Determine if the research manuscript meets the minimum scientific standard required |
| Adherence to the peer review process | <ul style="list-style-type: none"> • Implement the submission and review process • Arrange peer review of manuscripts • Use reviewer comments to guide editorial decisions • Make impartial editorial decisions on appropriateness of manuscript for publication • Assist with maintenance of the author and reviewer database • Correspondence with authors and reviewers is clear and effective • Communicate peer reviewer comments to authors with tact and sensitivity where appropriate • Evaluate and responds to author correspondence |
| Writing, editing and developing content | <ul style="list-style-type: none"> • Identify and apply copy editing as appropriate • Proofread manuscript for clarity and ensure manuscript is correctly attributed, acknowledged, headed, described, captioned, labelled and illustrated • Determine medical accuracy • Develop and write editorials • Conduct book reviews as required • Develop multiple choice questions (MCQs) |

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| Ensuring conformance to high editorial and ethical standards | <ul style="list-style-type: none"> • Use iThenticate to check for plagiarism of another authors work • Check for dual publication • Identify if the manuscript is appropriately referenced to the available literature • Identify that Human Research Ethics Committee (HREC) approval has been obtained for all research submissions • Explore potential areas of conflict of interest • Ensure permission has been granted and complies with copyright legislation • Identify ICMJE, COPE, <i>AJGP</i> guidelines and relevant Australian legislation and regulations |
| Editorial development and planning | <ul style="list-style-type: none"> • Participate in forward planning • Actively commission future articles • Contribute to ongoing quality of <i>AJGP</i> • Responsible for whole themed issue management |

Qualifications and Experience

There are no formal prerequisites for this post beyond those required as part of the Academic Post application. Your application for an Academic Post must be successful to be offered this position.

Essential

- The successful candidate will need to be accepted into the RACGP Academic Post program
- A demonstrated interest and commitment in undertaking medical editing and fact checking
- High level oral and written communication skills with strong attention to detail and accuracy
- Good interpersonal skills and stakeholder management when working with authors, reviewers, researchers and administrative and production staff to collaborate and achieve required outcomes
- Ability to work in a timely manner, displaying commitment to editorial timelines

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- The *AJGP* editorial team
- The RACGP publication team

External:

- The authors, reviewers, patients and other readers of *AJGP*