



Position Title	AJGP Editorial Fellow academic post	Reporting to	Senior Medical Editor
Department	Member Services	Direct reports	N/A
Classification	Academic Post – University Academic Level A Step 1 plus clinical loading	Employment Status	0.2 FTE Fixed term contract for 12 months
		Date	1 February 2019

The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia’s largest professional membership body for general practitioners (GPs). We represent over 39 000 members including urban and rural GPs, medical students and registrars.

The RACGP’s mission is to support GPs in improving the health and wellbeing of all Australians, “Healthy Profession. Healthy Australia.” We provide skills and knowledge assessment, educational training and ongoing professional development for practicing GPs. We develop standards, resources and guidelines, help GPs with issues that affect their practice, support research to link members with the latest advancements in the field and advocate on behalf of the general practice profession to set and maintain standards of high quality health care for Australians.

Our Values

RACGP Staff are expected to uphold our workplace values:



Progressive leadership Forward thinking and proactive leaders who lead by example and empower staff 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

The Member Services team comprises the following business units:

- Marketing
- Membership
- Events
- Market Intelligence
- QI&CPD
- Publications

The Publications Unit is an important service delivery unit and communication channel for the RACGP. It produces and distributes publications such as *Australian Journal of General Practice (AJGP)*, *check* and a number of in-house standards and guidelines.

Responsibilities include the management and production to specified timelines of:

- AJGP
- Check
- newsGP
- Clinical guidelines and other publications and material prepared by other RACGP business units.

Management and production responsibilities for these products include editing and proofing of content, design, preparation for printing, costing and quotations, and printing.

Your Role

The Editorial Fellow will work under the supervision of the Medical Editors and Managing Editor to manage the medical content of the journal with the aim of acquiring skills in medical editing, medical writing, critical appraisal and peer reviewing.

The Editorial Fellow will work cooperatively with authors, reviewers, researchers and administrative and production staff.

Provision may be made for the incumbent to work remotely. Attendance may be required at the AJGP office in East Melbourne, Victoria for annual meetings and appraisals, however this is negotiable.

The key responsibilities of this role will evolve throughout the year as competency builds. Duties may include:

- Editorial development and planning;
- Ensuring adherence to the peer review process;
- Writing, editing and developing medical content; and
- Ensuring conformance to high editorial and ethical standards.

Key Responsibilities

Editorial development and planning

With the support of the Medical Editors and /or Editorial Advisor:

- manage the submission and review process via online manuscript management system (Manuscript Central)
- arrange peer review of manuscripts
- make impartial editorial decisions on the appropriateness of manuscripts for publication, considering the paper's importance, originality, clarity and relevance to general practice
- identify authors, contributors and peer reviewers
- plan issues and commission articles, series and other medical content as appropriate
- correspond with authors and reviewers in a timely, professional manner
- participate in planning the yearly themes and focus articles
- attend quarterly Editorial Board meetings (via teleconference)- optional
- contribute to the ongoing quality improvement of the journal

Ensure adherence to the peer review process

- with the support of the Medical Editors and /or Editorial Advisor communicate peer reviewer comments to authors in a constructive manner
- provide appropriate feedback to reviewers
- use reviewer comments to guide editorial decisions
- assist with the maintenance of the author and reviewer database.

Writing, editing and developing content

With the support of the Medical Editors and /or Editorial Advisor:

- medically edit, fact check and proofread manuscripts to ensure medical accuracy, clarity and appropriateness for general practice
- write editorials, clinical challenges and other material for AJGP as required.

Ensure conformance to high editorial and ethical standards

With the support of the Medical Editors and /or Editorial Advisor, participate in the process by which all medical material:

- is correctly attributed, acknowledged, headed, described, captioned, labelled and illustrated
- is used with permission and complies with copyright legislation
- does not plagiarise another author's work
- is not being, or has not been, published elsewhere
- is appropriately referenced to the available evidence
- conforms, wherever relevant, to the International Committee of Medical Journal Editors (ICMJE) 'Uniform requirements for manuscripts', Committee on Publications Ethics (COPE) guidelines and relevant Australian legislation and regulations.

Environment, Health and Safety

1. Complies with the RACGP's OH&S policies and procedures
2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager
4. Participates in meetings, training and other environment, health and safety activities
5. Does not wilfully place at risk the health or safety of any person in the work place
6. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
7. Cooperates with the RACGP in relation to activities taken by the RACGP to comply with OH&S and environmental legislation.

Your Relationships

Your role requires interaction with the following stakeholders:

RACGP Staff:
National Publications Manager, Managing Editor, AJGP, Medical Editors, Editorial Assistant, Production Coordinator, Graphic Designers, RACGP website production staff.

Other:
AJGP Editorial Advisory Board, authors of commissioned and non-commissioned articles, peer reviewers, academic departments of general practice, relevant GP and primary healthcare organisations.

Key Selection Criteria

Experience, knowledge and Skills

As a **suitable** candidate, you will have:

- A demonstrated interest in undertaking medical editing and fact checking
- High level oral and written communication skills with strong attention to detail and accuracy
- Understanding of medical research with sufficient knowledge to determine quality, reliable sources
- Strong organisational skills with the ability to multitask and prioritise conflicting deadlines
- Ability to work within a team environment including working with staff in remote locations
- Competent in use of Microsoft Office software

As an **ideal** candidate, you will **also** have:

- Experience in medical editing or publishing
- Understanding of the peer review process
- Demonstrated experience as a published author
- Understanding of, or a willingness to learn:
 - the International Committee of Medical Journal Editors (ICMJE) 'Uniform requirements for manuscripts'
 - the Committee on Publications Ethics (COPE) guidelines
 - a working knowledge of Australian and international permissions and copyright law.

Qualifications

As a **suitable** candidate, you will have completed:

- MBBS or equivalent, and current recent experience as a practising general practitioner in Australia

And be

- on the AGPT pathway to FRACGP
- accepted into the RACGP Academic Post program

As an **ideal** candidate, you will have completed:

a higher degree in research or related field, or completed introductory units in research

Workplace Behaviours

In your role, you are expected to:

Positively influence others

Take initiative

Focus on service

Make effective decisions

Be transparent

Be respectful

Be emotionally intelligent

Be flexible and adaptive

Strive for excellence

Demonstrate integrity

Be accountable

Collaborate