

Position Title	Clinical Editor (Publications)	Reporting to	National Manager, Content and Publications
Department	Membership: Content and Communications	Direct reports	nil
Classification	Level D	Employment Status	Full-time, Ongoing
Employee Number	TBC	Date	February 2020

## The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 40 000 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 practising GPs. We develop 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 Membership team comprises the following business units:

- Marketing
- Membership
- Events
- Market Intelligence

- CPD
- Content & Publications

The Content & 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), newsGP, 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

As Clinical Editor (Publications) you will be responsible for providing editorial support to the RACGP in the production of standards, guidelines and other member resources. Currently RACGP produces more than 40 resources per year.

As Clinical Editor (Publications) you will also work with managing editors, medical editors and production staff to ensure that all documents are edited to a high standard and reviewed for clinical accuracy.

The Clinical Editor (Publications) will:

- Ensure consistent application of editorial and house style to all RACGP publications.
- Provide clinical advice to internal stakeholders to assist in the development of RACGP products according to RACGP standards.
- Ensure efficiency, quality and accuracy in publication of RACGP products through advising and mentoring of editorial staff.
- Ensure materials in core publications and RACGP products comply with any applicable Australian or international standards or guidelines including the Medicines Australia Code of Conduct.
- Contribute to the editing and production of AJGP and Check.

## Key Responsibilities

### Editorial standards

- Provide clinical advice to internal stakeholders to assist in the development of RACGP products according to RACGP standards and guidelines.
- As part of the editorial team, maintain the RACGP's editorial style guide, and regularly review and update the guide to ensure it reflects current guidelines and practice.
- Ensure consistent application of editorial and house style to all RACGP products.
- Develop and monitor unit editorial processes to ensure accuracy, consistency and efficiency.

### Copyright and regulatory compliance

- Oversee the copyright and permissions processes for all external requests to reproduce RACGP materials.

- Ensure processes and materials in RACGP publications comply with copyright and other relevant laws and guidelines; including the Medicines Australia Code of Conduct.

## **Production**

- Work to timelines agreed with production department to ensure deadlines are met.

## **Operational management**

This role has no direct supervisory responsibilities, however you will be expected to provide guidance and support to editorial colleagues

- **Deliver agreed Work Plan Goals – to be developed in conjunction with Manager**
- **Participate in the RACGP Performance Review cycle**

## **Environment, Health and Safety**

1. Complies with the College'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 College in relation to activities taken by the College to comply with OH&S and environmental legislation.

## **Your Relationships**

Your role requires interaction with the following internal and external stakeholders:

### **Internal:**

RACGP employees: National Manager Content and Publications, Senior Medical Editor, Managing Editor, Production Editor, Editorial Assistant, AJGP medical editors, Graphic designers, RACGP website production staff, CPD team. Expert Committees.

### **External:**

Authors of commissioned and non-commissioned articles, Peer reviewers, Editorial boards, relevant GP and primary healthcare organisations.

## Key Selection Criteria

### Experience, knowledge and Skills

As a SUITABLE candidate you will have:

1. significant editing experience in a healthcare, medical or scientific environment
2. knowledge of medical and scientific terminology
3. the ability to advise on appropriate application of clinical guidelines.
4. experience guiding the development of medical standards and guidelines
5. knowledge of publishing software
6. proven ability to meet deadlines

As an IDEAL Candidate you will also have:

1. RACGP Educational Activity Representative accreditation
2. understanding of the Australian legal and regulatory environment in relation to medical education and sponsorship/advertising, eg Medicines Australia Code of Conduct
3. knowledge of publishing recommendations, guidelines and processes including COPE and ICMJE.

## Qualifications

### As a SUITABLE candidate you will have completed:

An undergraduate or postgraduate qualification in medicine or a related field.

And

An undergraduate or postgraduate qualification in editing/communications or a related field or equivalent demonstrated professional experience

### As an IDEAL Candidate you will have completed:

An undergraduate or postgraduate qualification in editing/communications or a related field.

## 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

## Classification Description


In accordance with the Enterprise Bargaining Agreement (EBA) 2018 or subsequent agreement.

Declaration

I, \_\_\_\_\_, acknowledge that I have read and understood the Clinical Editor (Publications) position description which forms part of my employment contract from the date of issue.

I accept that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements

Employee: \_\_\_\_\_ (signature)      Date: \_\_\_\_\_

This Position Description is approved by:			
Manager	Joe Ennis,	Date	03/02/2020
H.R	 (signature)	Date	13 February 2020