



## **Job Descriptions for PC FACS Editorial Leadership Team**

### **Associate Editors**

1. work with Senior Section Editors to identify timely content
2. prepare approximately 3-4 critical summaries each year.
  - a. read the assigned article
  - b. prepare a 150 word commentary on relevance to palliative care, clinical context, newsworthiness, relationship of the results to the literatures as a whole and other editorial notes as appropriate; summary will go through a final editorial process before publication. Word limit for commentaries that review 2 articles is 200 words.
  - c. return summary for verification and publication within 3-7 days.
3. participate in occasional email or phone discussion as needed to improve the *PC-FACS* process and the Associate Editor experience
4. participate in annual *PC-FACS* Associate Editor meeting at the Annual Assembly; if not able to attend in person, participation by conference call is encouraged.
5. provide content or methodological expertise as requested by Editor-in-Chief or Associate Editor-in-Chief.
6. promote and serves as ambassadors for *PC-FACS*.

The Associate Editors are recruited from a Call to the AAHPM membership; the appointments are made by the Senior Section Editors, with approval from the Editor-in-Chief and Associate Editor-in-Chief. The term is variable, contingent on fulfilling the job responsibilities. One-third of the Associate Editors rotate off each year, so new appointments can be made, allowing for broad representation of expertise, balance of experience serving on the editorial board and to allow opportunities for engagement in *PC FACS* and in the Academy.

## Senior Section Editors

The precise number of Senior Section Editors is determined by the Editor-in-Chief, in conjunction with the Associate Editor-in-Chief; Senior Section Editors work closely with the Editor-in-Chief and Associate Editor-in-Chief as part of the editorial leadership team; the Senior Section Editors have the primary responsibilities to ensure the timely and thorough coverage of their assigned domain of HPM scholarly literature, and to critique and review the work of the Associate Editors.

1. work with the Editor-in-Chief and Associate Editor-in-Chief to develop and implement policies, procedures and practices to increase efficiencies and expedite review
2. scan Table of Contents for journals under their area of expertise (oncology, geriatrics, palliative care, etc.) and assign Associate Editors to provide a review and commentary
3. select the articles for potential inclusion in *PC-FACS* from among the nominated articles; criteria to be considered: article is written in English, pertinent to humans, and about topics important to palliative care clinical practice.
4. respond to emails from the members related to the review (commentary on the reviews, suggested future topics, notes of appreciation and suggestions for improving *PC-FACS*)
5. recruit candidates for Associate Editors and Reviewers
6. review the final summaries and format them according to the publication layout specifications; ensure that they are respectful of and sensitive to the diverse opinions of our readers; completed summaries are sent to the AAHPM office for final review, formatting, and publication.
7. maintain a pipeline of reviews ready to be published, so publication remains timely.
8. mentor his/her associate editors
9. promote and serve as ambassadors for *PC-FACS*
10. participate in annual *PC-FACS* Associate Editor meeting at the Annual Assembly.

The Senior Section Editors are recruited from a Call to the AAHPM membership; the appointment is made by the Editor-in-Chief and Associate Editor-in-Chief. The term is 3 years. One-third of the Senior Section Editors rotates off each year, so new appointments can be made.

*Approved by the Publications Committee in August 2016*