ASME/Wiley-Blackwell – Announcement of Vacancy

Editor – The Clinical Teacher

Following the completion of Professor Stephen Trumble’s 4 year term as Editor, ASME and Wiley-Blackwell are seeking a new Editor for the journal The Clinical Teacher to take up the position in July 2013.

The main role of the Editor is to develop the journal to make it ever more useful to clinicians and practitioners involved in the education of doctors and medical students. The potential readership is high and we wish to see the journal reach teaching practitioners not currently aware of the current trends in academic research in medical education.

The Editor has full editorial freedom within ASME’s Constitution and as set out in the WAME guidelines on editorial independence. Wiley-Blackwell and ASME are co-owners of the journal.

The closing date for applications is 5pm (GMT) Thursday 28th February 2013. Interviews will be held on Wednesday 20th March 2013 in London, UK. Successful applicants will be informed of their invitation to interview by Wednesday 6th March 2013.

Applications should be emailed to ASME’s Chief Executive Officer by the deadline and should include:

- a brief CV
- a covering letter outlining what relevant experience and expertise you think you can bring to the role
- presentational material in the form of Powerpoint slides, handouts or other media which you should use to highlight and add to your written application in conveying a vision for the journal and how you would like to see it develop over the next three years.

Further details can be obtained by emailing/telephoning ASME’s Chief Executive Officer as follows:

Miss Nicky Pender
Chief Executive Officer
ASME, 12 Queen Street
Edinburgh
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email: nicky@asme.org.uk
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Editor - The Clinical Teacher

Job description

The Clinical Teacher was set up in 2003 as a sister publication to Medical Education, the leading international monthly journal in the field of education for health professionals. In 2010, The Clinical Teacher was accepted by the US National Library of Medicine for inclusion and indexing on their Medline database and is searchable on PubMed.

Subscribers to Medical Education receive The Clinical Teacher as part of their subscription; it is also possible to purchase a stand-alone subscription to The Clinical Teacher. The Clinical Teacher’s principal focus is on learning in the workplace and aims to provide practising medical teachers with a digest of the current research, practice and thinking in medical education. Included in The Clinical Teacher are: reviews of literature concerned with the theory and practice of medical education; news and discussions about current debates within the field of education for health professionals; reports and dialogue about practical techniques and personal experiences; letters and opinion pieces. Papers are rigorously edited by a strong international editorial team to present the working clinical teacher with an easily accessible gateway to up-to-date information.

The Clinical Teacher is a full colour, 72 page journal, published six times a year through a partnership between Wiley-Blackwell and the Association for the Study of Medical Education (ASME). ASME members receive The Clinical Teacher along with Medical Education as part of their membership benefits, and it is also distributed to private readers, libraries, universities and medical schools worldwide.

The Wiley-Blackwell Production Office for The Clinical Teacher is based in the Singapore but all pre-production work, dealing with manuscripts, reviewers, copy editors and authors, takes place at the Editorial Office, which is based at the Tamar Science Park, Plymouth, UK.

A small Editorial Advisory Board provides support and advice, and meetings are held at regular intervals. As well as the production team in Plymouth, the Editor is supported by a Deputy Editor and several Assistant Editors, who are mostly volunteer academics in the field. The Editor of The Clinical Teacher will be expected to establish a close working relationship with the Editor in Chief of Medical Education and with the Journals’ e-Editor in the development and promotion of the journals’ online presence. He or she will report to the Board of Management for Medical Education and The Clinical Teacher.

Further information about The Clinical Teacher is available from the journal website at www.theclinicalteacher.com
Specific responsibilities of the Editor
The main job of the Editor is to develop the journal to make it ever more useful to clinicians and practitioners involved in the education of doctors and medical students. The potential readership is high and we wish to see the journal reach teaching practitioners not currently aware of the current trends in academic research in medical education.

The Editor is given full editorial freedom within ASME’s Constitution and as set out in the WAME guidelines on editorial independence (attached). In the terminology of the WAME guidelines Wiley-Blackwell and ASME are co-owners of the journal. The Editor should select the best material he/she can within the page budget of the journal. The Editor’s main responsibilities are detailed below:

1. To encourage the submission of high quality articles to the journal.
2. To oversee and guide the manuscript selection process and meet press deadlines.
3. To receive from the editorial office details of all commissioned and unsolicited items submitted and allocate them for action to himself/herself or advise assignment should be made to another member of the editorial team.
4. To commission and/or supervise commissioning of editorials, reviews, commentaries and ‘fillers’.
5. To contribute an agreed number of editorials a year.
6. To organise, with the help of the editorial office, two Editorial Advisory Board meetings a year (using teleconferencing technology as appropriate).
7. To present an annual report to the Board of Management for the journals.
8. To work with the Editorial Advisory Board to draw up and implement editorial policy, meeting the highest ethical standards for journal publication.
9. To take a leading role in the development and implementation of policy.
10. To use the electronic manuscript submission and peer review processing system.
11. To set yearly objectives for peer review and publication times; to audit and publish yearly performance; and, if necessary, to take appropriate remedial action if the objectives are not achieved.
12. To identify and invite reviewers on papers remaining in his or her editorship.
13. To decide, in the light of advice from reviewers, on rejections, acceptances and requests for resubmissions, so as to maintain the academic quality of the journal while ensuring its interest, readability and accessibility to non-specialists.
14. To supervise the journal’s response to appeals, complaints, suggestions from readers and ethical problems regarding published work (e.g., possible duplicate publication, scientific fraud etc). In the latter respect the Editor is a member of COPE (Committee on Publication Ethics) and also needs to be aware of the General Medical Council’s published advice.
15. To be aware of the ethical issues surrounding the Editorial role and to approve the ethical content of advertisements, supplements or other material proposed for publication and sponsored by commercial organisations.
16. To work with the Editorial Manager in monitoring and managing the training the performance of the Deputy Editor and the Associate Editors.
17. To attend editorial courses and meetings as appropriate, including ASME’s Annual Scientific Meeting in July each year.
18. To pursue opportunities for innovation to ensure that the journal remains abreast of developments in e-publishing in collaboration with the e-Editor.
Time Commitment
It is envisaged that the role will require approximately 1 session per week however, an element of flexibility in managing this will be essential. The appointment is for three years in the first instance. An honorarium will be payable – by negotiation but in the region of £5,000 per annum.

The contract between the Editor and the co-owners sets out the nature of academic independence for the content of the journal within an accountability framework for performance, use of resources and priority.
WAME Policy Statements (all WAME policy statements are available at http://www.wame.org/wamestmt.htm#independence)

Editorial Independence

Editors-in-chief and the owners of their journals both want the journals to succeed, but they have different roles. The primary responsibilities of the editors-in-chief are to inform and educate readers, with attention to the accuracy and importance of journal articles, and to protect and strengthen the integrity and quality of the journal and its processes. Owners are ultimately responsible for all aspects of publishing the journal, including its staff, budget, and business policies. The relationship between owners and editors-in-chief should be based on mutual respect and trust, and recognition of each other’s authority and responsibilities, because conflicts can damage the intellectual integrity and reputation of the journal and its financial success.

The following are guidelines for protecting the responsibility and authority of editors-in-chief and owners:

- The conditions of the editors-in-chief's employment, including authority, responsibilities, term of appointment, and mechanisms for resolving conflict, should be explicitly stated and approved by both Editor and owners before the Editor is appointed.

- Editors-in-chief should have full authority over the editorial content of the journal, generally referred to as “editorial independence.” Owners should not interfere in the evaluation, selection, or editing of individual articles, either directly or by creating an environment in which editorial decisions are strongly influenced.

- Editorial decisions should be based mainly on the validity of the work and its importance to readers, not the commercial success of the journal. Editors should be free to express critical but responsible views about all aspects of medicine without fear of retribution, even if these views might conflict with the commercial goals of the publisher. To maintain this position, Editors should seek input from a broad array of advisors, such as reviewers, editorial staff, an editorial board, and readers.

- Editors-in-chief should establish procedures that guard against the influence of commercial and personal self-interest on editorial decisions.

- Owners have the right to hire and fire editors-in-chief, but they should dismiss them only for substantial reasons, such as a pattern of bad editorial decisions, disagreement with the long-term editorial direction of the journal, or personal behaviour (such as criminal acts), that are incompatible with a position of trust.

- Editors-in-chief should report to the highest governing body of the owning organization, not its administrative officers. Major decisions regarding the Editor’s employment should be made by this body with open discussion and time to hear from all interested parties. Some owners have found it useful to appoint an independent board to advise them on major decisions regarding their Editor and journal.

- Editors should resist any actions that might compromise these principles in their journals, even if it places their own position at stake. If major transgressions do occur, Editors should participate in drawing them to the attention of the international medical community.
The Responsibilities of Medical Editors

Editors should:

1. Respect their journal’s constituents (readers, authors, reviewers, and the human subjects of research) by:
   • Making the journal’s processes (e.g., governance, editorial staff members, number of reviewers, review times, acceptance rate) transparent;
   • Thanking reviewers for their work;
   • Protecting the confidentiality of human subjects.

2. Promote self-correction in science and participate in efforts to improve the practice of scientific investigation by:
   • Publishing corrections, retractions, and critiques of published articles;
   • Take responsibility for improving the level of scientific investigation and medical writing in the larger community of potential authors and readers.

3. Assure honesty and integrity of the content of their journal and minimize bias by:
   • Managing conflicts of interest;
   • Maintaining confidentiality of information;
   • Separating the editorial and business functions of the journal.

4. Improve the quality of their journal by:
   • Becoming familiar with the best practice in editing, peer review, research ethics, methods of investigation, and the rationale and evidence base supporting them;
   • Establishing appropriate programs to monitor journals’ performance;
   • Soliciting external evaluations of the journal’s effectiveness.
The Clinical Teacher

Editor – Person specification

You will have knowledge and experience of clinical teaching with a record of writing and publishing in the field of medical education and good contacts within the academic medical community. You will have a nose for a good story, a flair with words, and a desire to work as part of a team to produce a high quality product. Working closely with the Editorial Advisory Board and Editorial Office, you will be expected to commission articles, oversee and guide the manuscript selection process and meet press deadlines. You will be up to date with developments in the field of clinical teaching and willing to be innovative in developing new approaches to information dissemination. An excellent communicator, you must be willing to represent the journal externally and to chair editorial and production meetings. You will be responsible for drawing up and implementing editorial policy, meeting the highest ethical standards for journal publication.

You will be at a stage in your career where you can commit time to your editorial role on a regular and frequent basis, in order to provide timely responses to authors. You will need agreement from your Head of Department or Institution to allow you institutional support - and in particular the necessary time during your working week to undertake the duties of Editor - should you be appointed.

Potential conflicts of interest should be revealed in full. A conflict of interest exists when professional judgement concerning a primary interest (e.g. editorial direction and independence, the validity of research) conflicts with a secondary interest (personal matters such as financial gain, personal relationships or professional rivalry). In particular, business relationships which may cause a conflict within the editorial role must be revealed at application.

It is a condition of appointment that the successful candidate will not hold any outside editorial positions (for example, editorship of another journal) deemed by the appointing board to cause a potential conflict with the role of Editor of The Clinical Teacher. The Editor may reside in any country, so long as s/he is able to communicate promptly by telephone, VoIP and email.

Specific skills, experience, knowledge

| Experience of biomedical journal publishing | Essential |
| Experience of chairing meetings | Essential |
| Excellent communication, presentation and writing skills | Essential |
| Awareness of current issues in medical education (especially clinical teaching), together with an international perspective | Essential |
| Understanding of the publishing process and of current issues in scientific publishing | Essential |
| Excellent management skills | Desirable |
| Experience of journal editing and an understanding of the duties of an editor | Desirable |
| Publication and research record | Desirable |
| Background in healthcare education | Desirable |
### Personal qualities

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<th>Vision</th>
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<td>Time management skills</td>
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<td>Teamwork and leadership skills</td>
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<td>Diplomacy, skills in conflict resolution</td>
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<td>Ethical standards</td>
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<td>Editorial independence</td>
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<td>Good humour and unflappability</td>
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### Qualifications

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