

## Job Description

### SECTION 1 Description

**Job Title:** Trainee representative, the *Journal of the Royal College of Physicians of Edinburgh (JRCPE)* x2

**Location:** Royal College of Physician of Edinburgh

**Reports to:** Editor-in–Chief, JRCPE

**Date:** August 2022

**Further information:** The term of office for the post of Trainee representatives is 3 years subject to satisfactory annual appraisal, with the possibility of reappointment for a further two years if mutually agreed. The post is honorary and reasonable expenses for travel and subsistence will be payable, in line with College policies.

The Royal College of Physicians of Edinburgh (“the College”) is a professional membership organisation that sets clinical standards and aims to improve the quality of patient care. Founded in 1681, we support and educate doctors in the hospital sector throughout the UK and around the world with over 14,000 Fellows and Members in over 90 countries, covering 54 medical specialties and interests. The College enables a worldwide community of physicians and their teams to advance the health of our global population for the long-term benefit of society.

### About the Journal

The *Journal of the Royal College of Physicians of Edinburgh (JRCPE)* is a peer-reviewed publication published on a quarterly basis. The Journal is indexed in PubMed, Embase, DOAJ and other online databases and has recently transitioned to Sage Publishing.

The Journal has three distinct sections (Clinical, Education and History & Humanities), which reflect the main areas of coverage and interest. These feature a mixture of unsolicited and invited submissions from all grades of doctors.

The Journal has a strong educational ethos in which our Editors work closely with authors to improve submissions which we believe have merit but would benefit from refinement.

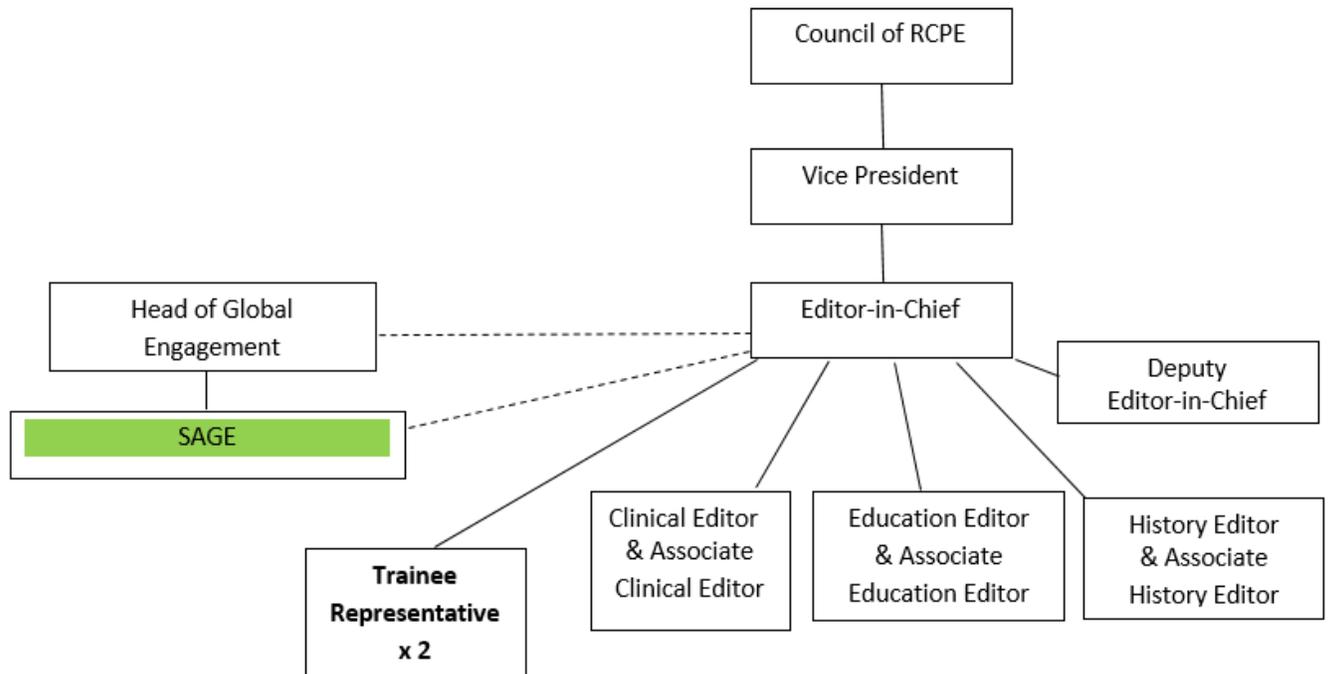
## SECTION 2 Job purpose

Excellent new opportunities have arisen for two Foundation, Associate or Collegiate Members, from the UK or overseas, to join the Editorial Team of the *Journal of the Royal College of Physicians of Edinburgh (JRCPE)* as Trainee representatives.

These roles are an ideal opportunity for Members with an interest in this area to gain valuable experience, contribute to the College and make international professional connections; your involvement can be managed remotely and accommodated around your professional and personal commitments (within deadline requirements).

It is expected the Trainee Editorial board member(s) will play a major role in raising the on-line presence of the Journal and promote widespread dissemination of articles (via social media, podcasts or other multimedia). A high degree of expertise in navigating IT platforms is therefore preferable.

### Organisational Reporting Structure



## SECTION 3 Key responsibilities

- assisting the Editor in Chief with ad hoc tasks;
- raising the online presence of the Journal;
- contributing to the identification of peer reviewers and assisting with the commissioning of content linked to the Journal's areas of interest;
- assisting the section Editors with particular projects, for example, supplements;

- contributing to discussions regarding the Journal’s editorial direction, suggesting future topics for papers and editorials and contributing to forward planning;
- attending Editorial Board meetings: phone or WebEx will be used to facilitate remote participation.

#### **SECTION 4      Selection criteria**

- Foundation, Associate or Collegiate Member of the Royal College of Physicians of Edinburgh
- employed in a clinical post which is below Consultant level or equivalent
- demonstrable interest in Journals
- highly IT literate
- strong networking skills and comfortable networking outwith own circles
- previous experience of editing or reviewing academic papers would be beneficial
- highly developed verbal and written communication skills
- keen eye for detail
- ability to exercise tact and diplomacy when engaging with authors

#### **SECTION 5      Application process**

Informal enquiries can be directed to Dr Graeme Currie, Editor-in-Chief at [graeme.currie@nhs.scot](mailto:graeme.currie@nhs.scot) should you wish to discuss the role in more detail.

Formal expressions of interest, stating why you are interested in the role and what you would bring to it, accompanied by a short CV should be emailed to Lindsay Paterson, Head of Global Engagement at [l.paterson@rcpe.ac.uk](mailto:l.paterson@rcpe.ac.uk) by 9am on **Friday 14 October 2022**.