The Royal Australian College of General Practitioners (RACGP) is Australia’s largest professional membership body for general practitioners (GPs). We represent over 28,000 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.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Editorial Fellow, Australian Family Physician</th>
<th>Reporting to</th>
<th>Medical Editors, AFP Managing Editor</th>
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<tr>
<td>Department</td>
<td>RACGP Products Department Publications Unit</td>
<td>Direct reports</td>
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<td>Superannuation</td>
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<td>Date</td>
<td>13 May 2015</td>
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</table>
Your Team

The Products Department comprises the following business units:

- Marketing
- Events
- Publications
- Business development
- Faculties.

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

Responsibilities include the management and production to specified timelines of:

- AFP
- check
- Good Practice
- 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.

The key responsibilities include:

- editorial development and planning
- ensuring adherence to the peer review process
- writing, editing and developing medical content
- ensuring conformance to high editorial and ethical standards.
## Key Responsibilities

### Editorial development and planning
- With the support of the Medical Editors and /or Managing Editor:
  - manage the submission and review process via online manuscript management system (Manuscript Central)
  - 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 Managing Editor 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 Managing Editor:
- 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 AFP as required

### Ensure conformance to high editorial and ethical standards
- With the support of the Medical Editors and /or Managing Editor, participate in the process by which all medical material
  - is correctly attributed, acknowledged, headed, described, captioned, labeled 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 workplace
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:** General Manager, Publications Manager, Managing Editor, Medical Editor(s), Associate Editor, Editorial Assistant, Production Coordinator, Permissions Coordinator, Graphic Designer(s), RACGP website production staff, QI&CPD staff.

**Other:** AFP Editorial Board, authors of commissioned and non-commissioned articles, peer reviewers, medical media and general media, 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 skills in Microsoft Office applications

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 Australia
- FRACGP (or be eligible for Fellowship of the RACGP).

As an **ideal** candidate, you will have completed:
- a higher degree in research or 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

Declaration

I ____________________ acknowledge that I have read and understood the Editorial Fellow, *Australian Family Physician*, 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: _________________________ (signature) Date: ________________

HR: _____________________________ (signature) Date: ________________