

BJA Education Editorial Board Membership vacancies

The British Journal of Anaesthesia (BJA) invites applications for membership of the Editorial Board of **BJA Education** to commence in 2023. The appointments will be for a five-year term in the first instance, renewable for a further five years subject to performance. To be eligible, applicants should be engaged in a substantive academic or clinical position, with significant clinical experience in one or more fields of anaesthesia, in or outside of the UK.

Applications from individuals with general and subspecialty interests are invited, but we particularly welcome those with specific expertise in vascular anaesthesia, paediatric anaesthesia and basic sciences to complement the experience of the current Editorial Board.

Applicants should have experience of the editorial process for medical journals and in the preparation and submission of high-quality articles for publication. This role requires significant commitment to the development of the Journal and we will expect appointed editors to be able to commit to:

1. commissioning and overseeing the submission and review of at least five articles per year
2. attending and contributing to the three editorial board meetings each year
3. assisting the Editor-in-Chief by providing editorial expertise and reviewing articles submitted for publication
4. ensuring that all editorial tasks and deadlines are met promptly to ensure timely publication of the journal.

If you are committed, enthusiastic and willing to join a highly performing team to further develop BJA Education, please send your application (in the form of a covering letter detailing what contributions you would bring to the journal [one side A4 max] and a brief CV [four sides A4 max] that includes a list of publications in the past five years) to the Editor-in-Chief, Professor Jonathan Thompson, at admin@bj-a-education.org by **0900 on Monday 1st October 2022**. We anticipate that interviews will be the week commencing 17th October 2022 either remotely or face-to-face at the Royal College of Anaesthetists.

Job Description: BJA Education Editor

As a member of the BJA Education Editorial Board you are expected to work collaboratively with the editor-in-chief, associate editor-in-chief, other board members and the editorial office. You will be an advocate and positive role model for the journal and its vision for continuing professional development.

Areas of responsibility.

You will commit to:

- Identify topics and engage the best authors, and commission new articles for publication.
- Commission and process to publication a minimum number of articles per annum as directed by the editor-in-chief. Currently the minimum is 5 articles per year.
- Obtain high quality and timely external peer review of all articles assigned to you.
- Ensure that all editorial tasks assigned to you are reviewed promptly and to a high standard in order to meet publishing deadlines. We aim that all articles are processed and a recommendation made by the editor within 5 weeks of original submission.
- Resolve author/editorial problems.
- Respond quickly to all communications from the editorial office, the editor-in-chief and other members of the board, authors and reviewers.
- Comment on proposals for articles that are circulated to the Board.
- Provide timely peer review of submitted articles when requested by other editors.
- Be able to use the journal's commissioning website.
- Assist with or lead the development and delivery of processes of the journal such as podcasts, database review and multiple-choice questions.
- Attend and contribute to editorial board meetings. At present we hold both remote Microsoft Teams meetings (evening UK time) and face-to-face editorial board meetings (daytime, at the RCoA in London) each year. You must commit to attend and contribute to the majority of editorial board meetings in each calendar year.
- Engage with BJA Education appraisal and performance processes when requested.
- The current term of office is 5 years, renewable and subject to satisfactory appraisal and performance.

Person specification: BJA Education Editor

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> FRCA or equivalent. 	<ul style="list-style-type: none"> Higher degree. Specific expertise as required by the journal.
Employment	<ul style="list-style-type: none"> Employed in a substantive academic or clinical position, with significant clinical experience in one or more fields of anaesthesia. Experience in writing for publication and peer review processes. Track record of publications (educational articles, book chapters, research) Up-to-date with the appraisal process, CPD and revalidation. Understanding of developments in continuing professional development. Equality and diversity training in the last five years 	<ul style="list-style-type: none"> Previous or current appointment in education and continuing professional development, including FRCA examinations or equivalent. Understanding of developments in medical journalism Previous or current positions of local, national or international responsibility or esteem.
Skills and abilities	<ul style="list-style-type: none"> Excellent communication skills including written English. Excellent time and organisational management skills. Commitment to own personal development and to support others. Ability to innovate, influence and motivate. Ability to solve problems and to maintain objectivity. 	<ul style="list-style-type: none"> Ability to use Scholar One or an equivalent manuscript submission system. Ability to establish personal and professional credibility with colleagues and other key stakeholders.