



## Job Profile – Content Editor

**Title:** Content Editor – Cochrane Emergency and Critical Care

**Location:** Flexible

**Number of openings:** 2

**Closing date for applications:** March 15<sup>th</sup>, 2020

### Context

[Cochrane Emergency and Critical Care](#) is a Cochrane Review Group (CRG) that produces systematic reviews on topics related to the care of life threatening conditions, including non-trauma resuscitation and topics that encompass the care of critically ill people in intensive care units, hospital emergency departments, and those treatment by pre-hospital emergency medical services (see '[Our scope](#)'). The group sits within the [Acute and Emergency Care Network](#). The CRG works with author teams around the world and provides enhanced editorial support for the systematic review production process. In addition, we champion the use of novel and complex review methods and capacity building in knowledge synthesis. The group is also responsible for maintaining a priority-setting process in the clinical topic area and producing dissemination and communication products to encourage stakeholder uptake of our evidence. We are looking to fill several editor positions on our editorial board. This posting is for Content Editors.

### Description of Role

The primary role of the Content Editor is to provide editorial oversight of approved protocols and reviews submitted for publication in the Cochrane Database of Systematic Reviews. Content Editors provide author teams with detailed advice and feedback, ensure adherence to methodological standards, and lead the synthesis of feedback from the editorial team. Content Editors act as ambassadors of Cochrane and the CRG and play an integral role in shaping the output of secondary research in the clinical areas within CRG scope.

### Accountability and Responsibility

Editors report to the Editorial Office (including the Co-ordinating Editor and Managing Editor) overseeing review production.

### Time and Work Commitment

The expectation is that Content Editors contribute to the evaluation of a proportionate number of protocols and reviews per year. The editorial board aims to limit this to 2 to 5 protocols and/or reviews per year. We ask editors to volunteer to edit specific reviews of interest to them from the registration of the title to final publication of the review and subsequent updates. Also, we expect editors to participate in monthly editorial

board meetings and other CRG initiatives (e.g., priority setting, stakeholder engagement), as required, and to actively support the dissemination and promotion of completed reviews.

### **Core Requirements**

The Content Editor will join the Editorial Board of Cochrane Emergency and Critical Care, which includes a team of Content and Statistical Editors, a Co-ordinating Editor and Managing Editor, an Information Specialist, and other editorial staff.

#### *Essential Attributes:*

- Post-graduate degree in a relevant field or equivalent
- Respectful, reliable, and professional team player
- Working knowledge of systematic review methodology and relevance to clinical decision making
- Familiarity with Cochrane guidance and standards on the design, conduct, and reporting of systematic reviews (including MECIR, GRADE, and the Cochrane Handbook)
- Able to conduct communications with authors and the editorial team clearly, effectively, and promptly
- Dedicated to lifelong learning related to the editorial position and within relevant area(s) of expertise
- Able to identify and uphold principles of research ethics and academic conduct
- Are in compliance with Cochrane's [Conflict of Interest Policy](#) for editorials and editorial staff within CRGs
- Professional Working Proficiency in English
- Clinical/professional background and broad knowledge in emergency medicine and critical care medicine (see [review group scope](#))

#### *Desirable Attributes:*

- Previous experience as an editor or peer reviewer for a medical journal in a related field
- Prior experience authoring Cochrane or non-Cochrane systematic reviews
- Native / Bilingual Proficiency in English

### **Terms of Appointment**

This position is open to anyone who meets the above requirements. The Editorial Office will review all applications.

Editors are appointed for an indefinite term. This is agreed to by the editorial base and the prospective editor and revisited every 5 years. Either the editorial base or the editor may request a re-evaluation of the agreement at any point during the active term.

### **Compensation**

- This is an unpaid volunteer editor role
- Travel and accommodation expenses are paid for in-person editorial board meetings held in Europe every 2 years
- Training and capacity building opportunities are provided
- Your contribution to each protocol, review, or review update you edit will be acknowledged in the published review

- You will play a key role in the production of high impact Cochrane systematic reviews. The Cochrane database of systematic reviews has an impact factor of [7.755](#)
- You will have the opportunity to contribute to innovative secondary research aimed at optimizing clinical practice and improving patient outcomes

**To apply, please send a cover letter and Curriculum Vitae to [teo.aminah.wasteneys.quay@regionh.dk](mailto:teo.aminah.wasteneys.quay@regionh.dk) (Managing Editor) by March 15, 2020, with the subject *Application for Content Editor – Cochrane Emergency and Critical Care*. We aim to fill the positions by April 2020. You may be asked to complete a technical task as part of the evaluation process.**