



Job Descriptions for PC FACS Editorial Leadership Team

Associate Editors

1. work with Senior Section Editors to identify timely content
2. prepare approximately 3-4 critical summaries each year
 - a. read the assigned article
 - b. prepare a 150 word commentary on relevance to palliative care, clinical context, newsworthiness, relationship of the results to the literatures as a whole and other editorial notes as appropriate; summary will go through a final editorial process before publication. Word limit for commentaries that review 2 articles is 200 words.
 - c. return summary for verification and publication within 3-7 days
3. participate in occasional email or phone discussion as needed to improve the *PC-FACS* process and the Associate Editor experience
4. participate in annual *PC-FACS* Associate Editor meeting at the Annual Assembly; if not able to attend in person, participation by conference call is encouraged.
5. provide content or methodological expertise as requested by Editor-in-Chief or Associate Editor-in-Chief
6. promote and serves as ambassadors for *PC-FACS*.

The Associate Editors are recruited from a Call to the AAHPM membership; the appointment are made by the Senior Section Editors, with approval from the Editor-in-Chief and Associate Editor-in-Chief. The term is variable, contingent on fulfilling the job responsibilities. One-third of the Associate Editors rotate off each year, so new appointments can be made, allowing for broad representation of expertise, balance of experience serving on the editorial board and to allow opportunities for engagement in *PC FACS* and in the Academy.

Senior Section Editors

The precise number of Senior Section Editors is determined by the Editor-in-Chief, in conjunction with the Associate Editor-in-Chief; Senior Section Editors work closely with the Editor-in-Chief and Associate Editor-in-Chief as part of the editorial leadership team; the Senior Section Editors have the primary responsibilities to ensure the timely and thorough coverage of their assigned domain of HPM scholarly literature, and to critique and review the work of the Associate Editors.

1. work with the Editor-in-Chief and Associate Editor-in-Chief to develop and implement policies, procedures and practices to increase efficiencies and expedite review
2. scan Table of Contents for journals under their area of expertise (oncology, geriatrics, palliative care, etc.) and assign Associate Editors to provide a review and commentary
3. select the articles for potential inclusion in *PC-FACS* from among the nominated articles; criteria to be considered: article is written in English, pertinent to humans, and about topics important to palliative care clinical practice
4. respond to emails from the members related to the review (commentary on the reviews, suggested future topics, notes of appreciation and suggestions for improving *PC-FACS*)
5. recruit candidates for Associate Editors and Reviewers
6. review the final summaries and format them according to the publication layout specifications; ensure that they are respectful of and sensitive to the diverse opinions of our readers; completed summaries are sent to the AAHPM office for final review, formatting and publication
7. maintain a pipeline of reviews ready to be published, so publication remains timely
8. mentor his/her associate editors
9. promote and serve as ambassadors for *PC-FACS*
10. participate in annual *PC-FACS* Associate Editor meeting at the Annual Assembly.

The Senior Section Editors are recruited from a Call to the AAHPM membership; the appointment is made by the Editor-in-Chief and Associate Editor-in-Chief. The term is 3 years. One-third of the Senior Section Editors rotates off each year, so new appointments can be made.

Associate Editor-in-Chief

Work alongside Editor-in-Chief providing effective management and forward vision, scanning the horizon for what's coming up and ensuring that *PC-FACS'* scope and vision are carried out; shape and balance content of publication; responsible to the readers and should learn their needs and interests; must not have personal, financial or other relationships inked in any way to their responsibilities as editor; annually disclose all potential conflicts of interest relative to AAHPM.

1. work together with Editor-in-Chief to produce monthly and special issues
2. jointly responsible for the editorial content of *PC-FACS*, principally regarding the subject matter and types of articles reviewed, and also for assessing that reviewed studies adhere to appropriate institutional board reviews to protect human subjects and assure humane care of animals
3. provide editorial review; articles are prioritized by newsworthiness, relevance to palliative care, and study quality, balancing out multidiscipline and multispecialty representation of AAHPM membership
4. identify and select Senior Section Editors; provide oversight and mentorship to them; directly manage them and through them Associate Editors and Reviewers; make suggestions to them regarding reviews

5. establish policies for editorial team and commentaries; decide on names and number of sections
6. establish and maintain process for the prompt constructive evaluation of commentaries and ensures that commentaries are respectful of and sensitive to diverse opinions of readers
7. improve the quality of the commentaries *PC-FACS*, and research in Hospice and Palliative Medicine
8. maintain editorial independence and work to ensure that authors have editorial freedom
9. participate in annual *PC-FACS* Associate Editor meeting at the Annual Assembly and co-present at *PC-FACS a Year in Review* at Annual Assembly.

The Associate Editor-in-Chief is recruited from a Call to the AAHPM membership. The appointment is made by the current Editor-in-Chief, current Associate Editor-in-Chief and a member of the Publications Committee and approved by the Publications Committee and Board of Directors. The term is 3 years, with no possibility of reappointment. The Associate Editor-in-Chief assumes the duties of Editor-in-Chief upon the completion of his/her term.

Editor-in-Chief

Serve as the leader for *PC-FACS*, providing effective management and forward vision, scanning the horizon for what's coming up and ensuring that *PC-FACS'* scope and vision are carried out; shape and balance content of publication; responsible to the readers and understand their needs and interests; must not have personal, financial or other relationships inked in any way to their responsibilities as editor; annually disclose all potential conflicts of interest relative to AAHPM.

1. work together with Associate Editor-in-Chief to produce monthly and special issues
2. responsible for the editorial content of *PC-FACS*, principally regarding the subject matter and types of articles reviewed, and also for assessing that reviewed studies adhere to appropriate institutional board reviews to protect human subjects and assure humane care of animals
3. provide final editorial review and has final say; articles are prioritized by newsworthiness, relevance to palliative care, and study quality, balancing out multidiscipline and multispecialty representation of AAHPM membership
4. identify and participate in selection of Senior Section Editors; provide oversight and mentorship to them; directly manage them and through them Associate Editors and Reviewers; make suggestions to them regarding reviews
5. establish policies for editorial team and commentaries; decide on names and number of sections
6. establish and maintain process for the prompt constructive evaluation of commentaries and ensure that commentaries are respectful of and sensitive to diverse opinions of readers
7. works to improve the quality of the commentaries *PC-FACS* and research in Hospice and Palliative Medicine
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9. participate in annual *PC-FACS* Associate Editor meeting at the Annual Assembly and co-present at *PC-FACS a Year in Review* at Annual Assembly.

The Editor-in-Chief moves into this position upon completing a 3-year term as Associate Editor-in-Chief. The term will be 3 years, with no possibility of reappointment. If the Associate Editor-in-Chief is unable or unwilling to assume the position of Editor-in-Chief at the appointed time, a call for applicants will be placed to the Academy membership.

Approved by the Publications Committee in August 2016