



Committee Position Profiles

In this document is a list of positions available for the 2020-2021 edition of the RCSIsmj. All students from all disciplines and all years are encouraged to apply!

Please complete the application form and send it to submissionssmj@rcsi.ie

DEADLINE FOR SUBMISSION: Friday April 17th, 2020

11:59pm

We look forward to welcoming you to our team!

Table of Contents

Senior Editor	3
Assistant Peer Review Director	4
Peer Reviewer	5
Executive Secretary	6
Senior Staff Writer	7
Staff Writer	8
Public Relations	9
Director of Education	10
Education Officer	11

Senior Editor

The RCSIsMJ executive staff is looking for a dedicated and enthusiastic student to take up the position of Senior Editor for 2019-2020. The journal needs talented students to create a strong foundation from which it can grow and develop for years to come. This position offers not only the opportunity to gain valuable experience and improve your portfolio, but it is an invitation to shape the future of the RCSIsMJ.

Important functions of the Senior Editor are to:

1. Be the primary point of contact with staff writers to provide guidance as needed, and edit and finalise articles for publication
2. Work directly with the Editor-in-Chief in the selection of articles for publication
3. Be the primary text editor of all selected articles
4. Communicate with selected authors to finalise their submissions for publication
5. Develop their editing skills to **take over as Editor-in-Chief** for the following year's edition

The Senior Editor should be comfortable with the tasks required of him/her, but need not have a significant background in editing. In fact, we would like to encourage all students who are interested to apply regardless of experience. This coveted position with the RCSIsMJ is a unique opportunity to be part of the creative core of the journal as well as build a competitive and dynamic medical resume.

A cautionary note to applicants: This position requires a considerable amount of effort and a significant time commitment. The Senior Editor should be prepared to commit several hours per week to his/her duties, increasing especially in winter months. Additionally, this is a multiple-year commitment; workload increases further as Editor-in-Chief and Director. As it is very competitive, we encourage you to also apply for a second staff position.

*Application restrictions: The position is open to students who are **currently** in the following years:*

- Year 1 of 5 year programme (JC2)
- Year 2 of 5 year programme (IC1)
- Year 1 of GEM programme (JC2)

This is to facilitate transition to take over the role of Editor-in-Chief and Director of the SMJ in subsequent years.

Number of positions available: 1

Assistant Peer Review Director

The Assistant Peer Review Director is a vital part of the RCSIsmj peer review process. This position offers a student the exciting and challenging opportunity to help develop and shape the peer review process for years to come. The process of navigating a journal's peer-review system is one of the most important and challenging aspects of getting one's work accepted to a leading medical journal. In keeping with this a key aim of the RCSIsmj peer review process is to provide students with a realistic peer review experience upon submission of their work to the journal. It is our aim that this experience gained by our prospective authors is something the student can draw upon in future years when submitting their work to leading medical journals.

Important functions of the Assistant Peer Review Director are to:

1. Under the supervision of the Peer Review Director, oversee the selection of an appropriate committee of peer reviewers
2. Liaise with the editorial staff to determine which articles need to be reviewed
3. Assign peer-reviewing tasks and manage peer-reviewers
4. Ensure peer-reviewing is completed according to the journal standards in a timely fashion
5. Ensure peer-review feedback reaches the authors and peer reviewers
6. Make recommendations to the editorial staff regarding the merits of each article
7. In conjunction with editorial staff, participate in copy-editing of the final proof of the journal prior to publication

It should be borne in mind that the Assistant Peer Review Director has a responsibility of providing valuable feedback not just to the authors, but also to the peer review team. The Assistant, together with the Peer Review Director, will work with the executive staff to streamline the peer review process, which includes expanding and revising the existing peer review framework. The Assistant should be a critical reader, be personable and be an effective manager, as they will be overseeing a team. Prior experience with writing, editing, and publishing is desirable but not essential, as support will be provided from the editorial staff where necessary.

Application restrictions: *The position is open to students who are **currently** in the following years:*

- Year 1 of 5 year programme (JC2)
- Year 2 of 5 year programme (IC1)
- Year 3 of 5 year programme (IC3)
- Year 1 of GEP programme (JC2)
- Year 2 of GEP programme (IC2)

*This is to facilitate transition to take over the role of **Peer Review Director** in the subsequent year.*

Number of positions available: 1

Peer Reviewer

The peer review process is an important part of all scientific publications. Holding true to its name, the RCSIsMJ believes that student articles should be reviewed by their student peers. In this way, authors can receive meaningful feedback from their colleagues, and peer reviewers can gain valuable experience in the critical appraisal of articles. A career in medicine requires one to evaluate the literature and make critical decisions based on the evidence presented. As a Peer Reviewer, you will be getting a head start, learning how to hone your skills as a critical appraiser of medical discourse.

Important functions of the Peer Reviewer are to:

1. Critically evaluate the articles assigned for review by our Peer Review Director and/or Senior Peer Reviewer
2. Apply your current clinical knowledge and experience to provide one-on-one feedback for the author
3. Assist the Senior Editor and Editor-in-Chief as they prepare selected articles for publication

A peer reviewer should be a student with the confidence to approach scientific writing in a critical manner and provide constructive feedback to the authors. There are many peer review positions available and we feel this is an excellent opportunity for students of any age, year, or background to gain valuable experience in scientific literature and improve their medical resume.

*Note: this position is open to students in **all** years. We encourage all students to apply, irrespective of experience.*

Number of positions available: 10-12

Executive Secretary

The Executive Secretary is an exciting and important position on the RCSIsmj executive staff. This position provides an excellent opportunity for a student to be involved with the production of the journal, gain valuable experience in management and team work, position themselves for senior positions in future years at the journal, and help build a competitive and dynamic medical resume.

Important functions of the Executive Secretary are to:

1. Manage all incoming RCSIsmj submissions
 - ensure completeness of author information and compliance with submission guidelines
 - organise submissions into appropriate categories and ensure anonymity
 - communicate with authors who have not met guidelines or whose submissions are incomplete or those seeking information on the status of their submissions
2. Communicate with commissioned authors to expedite submission of their articles
3. Maintain a comprehensive submissions diary and prepare a submissions report
4. Liaise in a timely manner with the Peer Review Director and Editorial Staff regarding all submitted articles

The Executive Secretary will be a critical part of the journal by ensuring that all articles meet the RCSIsmj standard and are delivered to the editorial staff for review in a timely fashion. The Executive Secretary should be an individual with **excellent organisational and communications skills** and who is capable of managing the RCSIsmj submission portfolio.

*Note: this position is open to students in **all** years. We encourage all students to apply, irrespective of experience.*

Number of positions available: 1

Senior Staff Writer

Together with the Executive Committee, Staff Writers select a theme for the journal that provides focus for staff articles. Each Staff Writer will then have the opportunity to select a topic of their choosing and have the **summer** to write a comprehensive article for publication. In addition to writing an article on a topic of interest, the senior staff writer will also have other roles in providing content for the journal. These include carrying out an **interview** with an individual of interest to the student body, **reviewing a book** on a topic of interest to healthcare, and helping to guide the theme for the RCSIsmj.

Important functions of the Senior Staff Writer are to:

1. Help develop the theme for the next edition of the RCSIsmj
2. Formulate a topic that fits the theme of the journal and write an article to be published
3. Use their expertise as an author to ensure the continued quality of RCSIsmj content
4. Carry out an interview with an individual of interest to the student body
5. Review a book on a topic of interest to healthcare

The Senior Staff Writer should be a student who has the confidence to be a medical author and produce an article of a high standard. The Staff Writers are a vital part of the RCSIsmj production and are integral in developing the theme for our journal. They are also representative of the student body and ambassadors of RCSI, as the quality of their publications reflect the distinction of RCSIsmj.

*Note: this position is open to students in **all** years. Preference will be given to those who were staff writers in previous years but all applications will be considered. We encourage all students to apply, irrespective of experience.*

Number of positions available: 1

Staff Writer

Each year, the RCSIsmj selects a few applicants to join our team as staff writers. Together with the Executive Committee, Staff Writers select a theme for the journal that provides focus for staff articles. Each Staff Writer will then have the opportunity to select a topic of their choosing and have the **summer** to write a comprehensive article for **publication**. Staff writers have the outstanding opportunity to be published in a medical journal and be a part the of the RCSIsmj team.

Important functions of a Staff Writer are to:

1. Help develop the theme for the next edition of the RCSIsmj
2. Formulate a topic that fits the theme of the journal and write an article to be published
3. Use their expertise as authors to ensure the continued quality of RCSIsmj content

A Staff Writer should be a student who has the confidence to be a medical author and produce an article of a high standard. Staff Writers are a vital part of the RCSIsmj production and are integral in developing the theme for our journal. They are also representative of the student body and ambassadors of RCSI, as the quality of their publications reflect the distinction of RCSIsmj. We encourage all students with an interest in writing to apply for the position, as it is a fantastic opportunity to develop and improve your writing skills with guidance from our editorial team.

*Note: this position is open to students in **all** years. We encourage all students to apply, irrespective of experience.*

Number of positions available: 4-5

Public Relations

The success of the RCSIsmj depends entirely on whether students, staff, and peers are involved with the journal. Members of the public relations team will work to help deliver all aspects of the RCSIsmj to fellow students, staff, and colleagues.

Important functions of a Public Relations Team member are to:

1. Encourage RCSI students to submit articles, reviews, and cases of interest to the RCSIsmj
2. Build creative and effective **advertising campaigns** to promote the RCSIsmj and its various events
3. Develop campaigns to fulfil the challenging task of promoting the RCSIsmj to the greater Irish medical community

A Public Relations Team member should be a student interested in **marketing and advertisement** with the creative skills to develop effective promotional campaigns. This position offers a unique opportunity to build a dynamic medical resume and earn valuable organisational and marketing skills. You will be integral in representing RCSIsmj both within RCSI and the medical fraternity.

*Note: this position is open to students in **all** years. We encourage all students to apply, irrespective of experience.*

Number of positions available: 3

Director of Education

RCSIsmj as an organisation has become increasingly interested in expanding beyond publishing a medical journal, and has an interest in promoting knowledge of and excellence in scientific writing. The position of Director of Education is integral to the journal's mission in this respect. This year the RCSIsmj had great success with our journal club. It will be the role of the Director of Education to continue to organise and manage the journal club in conjunction with the Director and Academic Sponsor, Prof Ronan Conroy. It is the responsibility of the Director of Education to create learning opportunities for the student body and the RCSIsmj staff in innovative ways.

Important functions of the Director of Education are to:

1. Organise and manage the RCSIsmj Journal Club, which will take place 3-4 times per semester
2. Brainstorm and organise workshops relevant to scientific writing, biostatistical analysis, and medical publication
 - This includes inviting and accommodating experts in the field during these sessions
3. Work in a leadership role with the Education Officers to organize and run SMJ events
 - This includes liaising with the Director to facilitate inclusion of all members of staff in educational events
4. Provide a conduit between the RCSIsmj staff and the RCSI faculty if expert assistance is required during the publication process.

The Director of Education should be a student with a keen interest in the fields of scientific writing and biostatistics. Importantly, the applicant should have strong interpersonal skills (as he/she will be in contact with students, faculty and possibly other experts), be creative in finding ways to advertise workshops and lectures, and inspire his/her peers to take a more active interest in topics surrounding scientific writing – from robust experimental design to the particulars of the peer review process.

*Note: this position is open to students in **all** years. We encourage all students to apply, irrespective of experience.*

Number of positions available: 1

Education Officer

In recent years, the RCSIsmj as an organisation has become increasingly interested in expanding beyond a medical journal publication, and has an interest in promoting knowledge of and excellence in scientific writing. The position of Education Officer is integral to the journal's mission in this respect. This year the RCSIsmj began to hold a journal club with great success. It will be the role of the Education Officer to continue to organise and manage the journal club in conjunction with the Director and Academic Sponsor, Prof Ronan Conroy. It is the responsibility of the Education Officer to create learning opportunities for the student body and the RCSIsmj staff in innovative ways.

Important functions of the Education Officer are to:

1. Organise and manage the RCSIsmj Journal Club, which will take place 3-4 times per semester
2. Brainstorm and organise workshops relevant to scientific writing, biostatistical analysis and medical publication
 - This includes inviting and accommodating experts in the field during these sessions
3. Provide a conduit between the RCSIsmj staff and the RCSI faculty if expert assistance is required during the publication process
4. Potentially organise an expert lecture during the academic year

The Education Officer should be a student with a keen interest in the fields of scientific writing and biostatistics. Importantly, the applicant should have strong interpersonal skills (as he/she will be in contact with both students, faculty and possibly other experts), be creative in finding ways to advertise workshops and lectures, and inspire his/her peers to take a more active interest in topics surrounding scientific writing – from robust experimental design to the particulars of the peer review process.

*Note: this position is open to students in **all** years. We encourage all students to apply, irrespective of experience.*

Number of positions available: 2