

Trainee editor at the Journal of Hospital Infection

About the Healthcare Infection Society

The Healthcare Infection Society (HIS) is a charity and membership organisation. Its objectives are to advance knowledge, foster scientific interest and disseminate information about the prevention and control of healthcare associated infections (HCAIs).

HIS membership currently stands at around 1,000. Members are largely from the medical professions, particularly consultant microbiologists and trainees. Associate membership is available to nurses and other health professionals with an interest in infection prevention and control.

The Society's journal, the Journal of Hospital Infection (JHI) is published monthly, and includes original articles that relate to all aspects of infection prevention and control in healthcare settings. JHI also publishes articles that relate to national policies or guidelines, especially where the subject matter is of international relevance. HIS offers access to JHI as a membership benefit. The JHI seeks to promote collaboration between the many disciplines in infection control in different countries, resulting in multidisciplinary and international coverage of the latest developments.

Career Development Opportunities:

1. Develop the skills and competencies to work as an Editor for the JHI through the following actions.
 - a. Shadowing and close working with the Editor in Chief, Editors and the Editorial and Production Manager
 - b. Undertake training in using the JHI's Editorial Manager system
 - c. Develop an in-depth understanding of the steps involved from submission of a manuscript to publication by following articles through the system and assisting in their processing
 - d. Read and evaluate manuscripts through shadowing and training with a view to working independently in the later period of the fellowship
 - e. Develop skills in identifying interesting and high impact research manuscripts and commission associated commentaries for rapid publication
 - f. Learn to commission review articles from colleagues in the appropriate field and ensure timely submission and publication. This will involve developing close working with colleagues in the appropriate field, with the support of the Editors.
 - g. By the end of the fellowship to undertake all the functions of an Editor (under the supervision of the Editor in Chief) in processing manuscripts, from assigning peer reviewers, through making decisions on the suitability of manuscripts for publication, to editing of accepted manuscripts.



2. Cultivate and enhance skills in medical writing and peer reviewing through the following actions.

- a. Peer reviewing manuscripts – with the support and supervision of the Editor in Chief, to become competent of independent practice by the later stages of the fellowship
- b. Regularly write commentaries for the JHI – Develop the skills in summarising articles, highlighting key findings and areas which require further research. This will also involve close working with assistant editors initially with a view to independent practice in the later stages
- c. Writing a review article – Acquire skills in performing a literature searches, reviewing articles and summarising important findings in a succinct but systematic manner.
- d. Undertake online training modules and webinars provided by Elsevier at:
<http://www.elsevier.com/early-career-researchers/training-and-workshops>

3. Understand the process of publication following acceptance of a manuscript

- a. Arrange a visit to Elsevier to observe the final stages in publication including production of the printed journal
- b. Develop an understanding of the copy-editing process through examining the changes implemented by copy editors
- c. Work with the Editor in Chief, the Editorial and Production Manager, Elsevier, and Authors to promote accepted manuscripts, for example via social media, or use of video or audio slides on Elsevier Web products

4. Promotion of the Journal of Hospital Infection

- a. Involvement in raising the profile of published manuscripts in the journal through the internet and social media including twitter
- b. Be involved in raising the profile of the JHI at national and international conferences

Outcomes and career benefits

1. Gain an in-depth knowledge of medical publishing and be able to work as an Editor for the JHI
2. Gain experience in peer reviewing and critical appraisal of research to improve patient care
3. Through writing commentaries and reviewing articles, to become proficient in conveying information in an organised and concise manner

The role:

This role is part-time (0.5 WTE) for one year as part of a Graham Ayliffe Training Fellowship. The time spent on the Editorial role can be worked flexibly from week to week, with the agreement of the Editor in Chief. The Trainee Editor will largely work remotely from their host institution. However, there will be regular face-to-face meetings with the Editor in Chief at mutually convenient venues and occasional visits to the Editorial Office in London on an *ad hoc* basis.

For further information, please contact grants@his.org.uk

