

## ***European Journal of Hospital Pharmacy: Science and Practice***

### **Editor-in-Chief– Job description**

#### **Background**

*European Journal of Hospital Pharmacy: Science and Practice (EJHP)* is the newly merged title combining the previous two stand-alone editions EJHP Practice and EJHP Science. The Journal is the official journal of the European Association of Hospital Pharmacists (EAHP) whose ambition it is to create a high-quality, peer-reviewed platform for the publication of practical and innovative research and aims to strengthen the profile and professional status of European hospital pharmacists.

The journal provides a forum for the scientific output of pharmacists and pharmaceutical scientists as well as related disciplines of specific relevance to hospital pharmacy and highlights innovations and developments in pharmaceutical and biomedical sciences, allowing this knowledge to be utilised by hospital pharmacists in all aspects of their work.

The scope of the *European Journal of Hospital Pharmacy Science and Practice* is broad and of interest to pharmacists and pharmaceutical scientists as well as related disciplines of specific relevance to hospital pharmacy.

#### **Specific responsibilities of the editor in chief**

The journal is of direct relevance to those involved in hospital pharmacy, as well as those involved with academic research, clinical, technical and social pharmacy, pharmaco-epidemiology and pharmaco-economy. EJHP Science and Practice will cover all aspects of hospital pharmacy including scientific, clinical, therapeutic, economic and social disciplines and emphasis will be on high-quality content that augments the knowledge and practice of hospital pharmacists. The ambition for the new editor is to transform the newly merged title into an essential read for all hospital pharmacists, providing a rich mix of news, debate, opinion and research for academics, pharmacists and policy makers. It will encourage the science and practice of hospital pharmacy, and new thinking to hospital pharmacists to provide better patient care

On appointment, the editor is free to select the best team of associate editors and editorial board members that he/she can. The editor is given full editorial freedom as set out in the WAME guidelines (<http://www.wame.org/>). The editor should publish the best journal he/she can. EAHP and the BMJ Group will provide the best support and advice that we can. The main responsibilities are detailed below:

1. To be responsible for all copy published in print and online
2. To appoint associate editors, members of the editorial board and statistical advisers

3. To organise, with the help of the Journal Manager an annual editorial board/planning meeting. To chair this meeting.
4. To become familiar with and use the electronic web-based manuscript submission and peer review processing system
5. To set yearly objectives for processing and publication times; to audit and publish yearly performances; and, if necessary, to take appropriate remedial action if the objectives are not achieved
6. To receive from the manuscript administrator details of all commissioned and unsolicited copy submitted and allocate them to an associate editor (including him/herself as appropriate).
7. To choose and notify reviewers for papers allocated to him/herself
8. To receive reviews, read the paper in detail and provide advice to the editorial committee
9. To decide (with others as above – see point 8) on rejections, acceptances and requests for resubmissions, maintaining the scientific quality of the journal while improving its readability.
10. To commission and/or supervise commissioning of editorials, commentary, reviews, topical articles, 'fillers', etc
11. To supervise the journal's response to appeals, complaints, suggestions from readers and ethical problems regarding published work (e.g., possible duplicate publication, scientific fraud etc). In the latter respect the editor is a member of the Committee on Publication Ethics, (COPE - <http://publicationethics.org/>) and also needs to be aware of the General Medical Council's published advice.
12. To attend editorial courses and meetings as appropriate (e.g. annual meeting of all BMJ Publishing Group editors, editor training courses, European Association of Science editors, World Association of Medical Editors)
13. To approve the ethical content of advertisements, supplements or other material proposed for publication and sponsored by commercial organisations.
14. To approve the print issue running order, provided by the Production Editor and choose an Editor's Choice article that will be made freely available via the journal website.
15. To work with the Publisher and Journal Manager regarding strategic development plans for the journal.
16. Highlight conferences the journal may benefit in having a presence to the Journal Manager.
17. Give a balanced view for different opinions in professional matters concerning hospital pharmacy
18. Depending on the number and role of associate editors recruited, it is envisaged that during transition, the role will take up to 1-2 working days per week, and thereafter, approximately 1 day per week.