

Journal of the Dermatology
Nurses' Association (JDNA)

Job Description Associate Editor

POSITION TITLE	Associate Editor, <i>Journal of the Dermatology Nurses' Association (JDNA)</i>	INCUMBENT(S)	
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REPORTS TO (TITLE)	Editor-in-Chief	DEPARTMENT	
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BUSINESSS UNIT		LOCATION (S)	
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(MODEL) JOB NUMBER	DATE WRITTEN	DATE REVISED	DATE EVALUATED	BENCHMARK (YES/NO)	WK GRADE ASSIGNMENT
	March 2018				

CAREER PATH INFORMATION	
TYPICALLY COMES FROM	TYPICALLY GOES TO

POSITION PURPOSE (why the position exists)
The Associate Editor supports the Editor-in-Chief (EIC) and contributes to the vision, energy, and leadership required to produce the <i>Journal of the Dermatology Nurses' Association (JDNA)</i> as a leading professional dermatology nursing journal. The Associate Editor has responsibility for managing the peer review process, and, in concert with the EIC, appoints and directs the activities of the editorial board and peer-reviewers. The Associate Editor also participates in developing the policies that will ensure the quality and integrity of the journal and promotes the journal and Dermatology Nurses' Association (DNA) in industry and builds partnerships and strategies needed for new ventures.

MAJOR ACTIVITIES <i>(brief overview of major activities)</i>		
As appropriate, represent and promote <i>JDNA</i> externally, increasing awareness of and participation in the journal from nurses at all levels of practice and promoting it to broader health care and public audiences.		
Focus on increasing the quality of accepted articles, in part by ensuring that each manuscript is checked by Ithenticate prior to being sent for peer review, as well as strengthening the quality of peer reviews that are submitted.		
Assist the EIC in appointing and directing the activities of the editorial board and peer-reviewers.		
Responsible for content acquisition. Follow up with authors and peer reviewers; nurturing authors and guiding them through the submission and publication process. Demonstrated contacts in the world of dermatology nursing with ability to recruit authors and peer reviewers. Strong leadership skills and history of engagement with the dermatology nursing community.		
Participate in short-term and long-term planning.		

Involvement with the International Academy of Nursing Editors (INANE) (https://nursingeditors.com/) is strongly recommended.		
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KNOWLEDGE, SKILLS AND ABILITIES		Required/ Desired
EDUCATION	Minimum MSN with DNP, PhD preferred.	Required
EXPERIENCE	Minimum 7-10 years dermatology nursing practice experience. DNA NPS member.	Required
SPECIALIZED SKILLS/ABILITIES	Ability to critically review original dermatology nursing research. Experience presenting at national meetings. Demonstrate the ability to recruit authors of original dermatology nursing research and clinical articles to submit high-quality, high impact manuscripts to the <i>JDNA</i> . Expertise in dermatology nursing is required, along with engagement and involvement in the dermatology nursing community. Documented superior communication skills necessary.	Required
LEADERSHIP SKILLS/ABILITIES	Strong leadership and communication skills, including writing, presentation and public speaking. Have enthusiasm for dermatology nursing, the publishing process. Established and dynamic individual who can leverage their professional and personal relationships for the benefit of the <i>JDNA</i> . Individual who is a team builder and has the vision to identify methods to grow <i>JDNA</i> submissions and pool of quality peer reviewers. Ability to actively participate and contribute to the growth and development of the <i>JDNA</i> .	Required
SPECIALIZED LICENSES OR CERTIFICATIONS	Dermatology Certification – either certified or eligible for certification: DNC or DCNP. Dermatology Nurse Practitioner who works in a clinic or research setting.	Required

DESCRIBE PLANNING ACTIVITIES	PLANNING CONTEXT	PLANNING TIMEFRAME
Strategic Planning In concert with the EIC, works with DNA and publisher to develop the strategic plan for ensuring success of journal, including positioning within dermatology nursing, broader healthcare, and public markets. Creates the vision; collaborates on the development, implementation and evaluation of the plan.	Create Vision	Reg/Ongoing
Business Planning In concert with the EIC, sets the editorial agenda and priorities for the journal; makes decisions about editorial lineups for each issue; defines editorial policies and sets publishing standards, including ethical standards; makes decisions about manuscripts submitted for publication; appoints editorial board, contributing editors, peer reviewers; determines external priorities and opportunities re: increasing the visibility of the journal in practice and educational and professional organizational arenas. Identifies opportunities for special projects and revenue generating opportunities that are consistent with the vision for the journal.	Create Vision	Reg/Ongoing

DESCRIBE COMMUNICATION ACTIVITIES – Include Title/Level of Contacts, Context of Contact	NATURE OF CONTACT	FREQUENCY
Primary/Main External Communications/Contacts Increases awareness of <i>JDNA</i> at national organizations.	Author	Regularly/Ongoing
Secondary External Communications/Contacts		Regularly/Ongoing

Dermatology nursing community to ensure <i>JDNA</i> 's visibility and to keep journal standards consistent with those set by the publishing community.		
Primary/Main Internal Communications/Contact Work with the DNA leadership, EIC, publisher		Regularly/Ongoing

DESCRIBE DECISION MAKING ACTIVITIES	DECISION MAKING CONTEXT	EXECUTION TIMEFRAME
Promotes the journal through speaking opportunities; identifies opportunities for special project and, in some cases, defines the opportunity, develops the proposal, implements and evaluates it.	Apply Judgment	Weekly
Ongoing Operational Activities As appropriate, participates to ensure a high level of functioning as an editor; collaborates with DNA leadership, publisher, marketing and circulation, advertising sales, production, and design to ensure timely production and positioning of the journal.	Apply Judgment	Daily

SCOPE OF RESPONSIBILITY	QUANTITATIVE MEASURE	IMPACT

PEOPLE MANAGEMENT	Yes/No	Direct	Indirect
N/A			

Additional Comments/Information

	Prepared by		
Name			
Title			
Date			