

***Journal of Hospital Infection* Editor in Chief**

Job Description

1 Summary

The *Journal of Hospital Infection* (JHI) is the editorially independent scientific publication of the Healthcare Infection Society (HIS). The aim of the JHI is to publish high quality research and information relating to infection prevention and control that is relevant to an international audience.

We are seeking a new Editor in Chief to lead the editorial team and achieve the [Aims and Scope](#) of the Journal.

2 Overall aims of the role

The Editor-in-Chief role is a leadership position on the JHI, appointed to the post by HIS Council for a period of three years, which can be extended up to two additional terms each of two years. The Editor-in-Chief additionally sits on HIS Council.

This important senior leadership role will require a significant and variable time commitment on a weekly basis and will be recompensed by a monthly stipend. It is important to note that this is a voluntary role supported by a stipend, rather than a paid position at HIS.

The overall aim of the role is to ensure that the Aims and Scope of the Journal are achieved, to oversee the strategic and practical development of the journal, to maintain high-quality editorial standards, to provide strong leadership for the journal's Editorial Team and International Editorial Board, including the appointment of new members as required, and promotion of the journal. The Editor-in-Chief can be based in any international location but would be required to join HIS if not already a member.

The Editor-in-Chief is additionally responsible for overseeing the JHI peer review process, and for ensuring that the Publisher is provided with a sufficient flow of high-quality articles to maintain the Journal publication schedule.

The Editor-in-Chief will work with the JHI Editorial Team, the HIS Head of Publishing and representatives from our publisher, Elsevier. They will report to the Executive Editorial Board and HIS Council.

Applicants should provide a CV, a short list of selected publications over the last five years and a covering letter addressing your suitability for the role based on the following selection criteria:

Essential



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- Editorial and peer review experience
- Nominated area(s) of expertise
- A brief description of one strategic initiative that you could implement as Editor in Chief of the JHI. This should include a summary of what you would do and what it would achieve.

Desirable

- Outline your any current involvement in research and/or research supervision

The role is for an initial three-year term with an option for two further terms of two years.

If you're unsure whether your experience is relevant, please get in touch and we would be happy to offer advice: journals@his.org.uk

3 About HIS

HIS is a membership organisation representing over 1,000 experts in the prevention and control of healthcare associated infection. Our objectives are to:

- advance knowledge
- foster scientific interest
- and disseminate information
- about the prevention and control of healthcare-associated infections

HIS members are drawn largely from the medical profession, and are predominantly consultant microbiologists and doctors enrolled on an infection specialty training programme. Nurses, clinical scientists, research scientists and others with a demonstrable professional interest in HCAs are also a vital part of our membership network.

Read more about our [aims and strategy](#). HIS is committed to ensuring our [EDI objectives](#) are met and that our Council are representative of our membership and wider IPC community. As such we encourage applications from members who represent the diversity of the professional IPC community.

4 Key duties

4.1 Journal of Hospital Infection

- a. To set the strategic direction of the JHI and to work with the Head of Publishing to develop and execute a strategic plan for the journal's development.
- b. To ensure that the focus of the journal is in line with the objectives of the Society and the Aims and Scope of the journal.
- c. To lead an annual review of the Aims and Scope of the journal, and to discuss these with the Editorial team. This review should take into account the strategic aims of the JHI and HIS.



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- d. To seek to maintain or build the journal's impact factor.
- e. Work with the Head of Publishing and the editorial team to keep abreast of contemporary issues in publishing, for example managing ethical issues and research misconduct, new challenges and opportunities from AI and other technologies, etc.
- f. To sit as a Trustee on HIS Council and represent the journals.
- g. To promote the journal as the publication of choice in which to publish research related to the scope of the journal.
- h. To ensure that the time to publication of accepted articles is as short as possible and that agreed manuscript turnaround times are adhered to.
- i. To review JHI proofs and to approve the running order of each issue.
- j. To finalise decisions regarding acceptance or rejection of papers and to edit reviewers' comments for transmission to authors.
- k. To ensure each submission contains a conflict of interest statement and to encourage authors to disclose all relevant conflicts of interest.
- l. To liaise with the Head of Publishing to maintain accurate data on the number of articles submitted, commissioned, accepted and rejected per month, and to work with the Head of Publishing to provide a full written report on such data to HIS Council and Executive Editorial Board meetings.
- m. To liaise with the Head of Publishing to review and improve journal processes in line with HIS strategy.
- n. To comply with data protection requirements.
- o. To make reasonable efforts to ensure that the Journal content is appropriate for publication, and that:
 - i. It is not libellous or unlawful.
 - ii. It does not infringe intellectual property rights of any person or entity.
 - iii. It has appropriate ethical approval has been sought for research.
 - iv. It does not constitute plagiarism or duplicate submission or publication.

4.2 Executive Editorial Board

- p. To lead meetings of the Executive Editorial Board to report on JHI activities, developments and strategy.



4.3 International Editorial Board

- q. To make appointments to the International Editorial Board.
- r. To engage with and ensure that members of the International Editorial Board are consulted between Board meetings where advice is required on an ad hoc basis.
- s. To chair International Editorial Board meetings.

4.4 Editorial Team

- t. To provide strong leadership and ensure good communication between the Editorial Team, HIS staff and the International Editorial Board. This will include leading regular Editorial Team teleconferences.
- u. To appoint other members of the Editorial Team in conjunction with the JHI Editorial Team when necessary, and to offer support and training to new team members.

4.5 IPIP Editorial Team

- v. To ensure that there is a system for transfer of papers submitted to the JHI that may be suitable for IPIP.
- w. To collaborate with, and provide support to the IPIP editorial team/EiC.
- x. In conjunction with the IPIP EiC and the Head of Publishing to ensure that there is a HIS Journals strategy.

4.6 Relationship with HIS Council

- y. To consult the Officers and Council on any significant changes to the Journal, Editorial Advisory Board or Editorial Team and escalate any concerns to Council in a timely manner.
- z. To contribute to the JHI Business Plan, working with the Publisher, the Society's Chair, Treasurer and the Head of Publishing and reporting to Council.
- aa. In collaboration with the Head of Publishing, to provide written reports on JHI activities in a timely manner so that they can be circulated with agendas.
- bb. To consult with the Society on the approval of sponsored supplements (approval not to be unreasonably withheld).

4.7 Relationship with the Publisher

- cc. To submit to the Publisher accepted articles in agreed formats and in accordance with a schedule that permits the Publisher to publish issues of the Journal on a timely basis.



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- dd. To ensure that accepted articles are written in good English and prepared in accordance with the formal instructions issued by the Publisher in consultation with the Editor-in-Chief (“Instructions to Authors”).
- ee. To consult with the Publisher on:
 - i. Publication schedule
 - ii. Approval of sponsored supplements (approval not to be unreasonably withheld)
 - iii. Approval of advertising (approval not to be unreasonably withheld)
- ff. Liaise with Head of Publishing to assist with journal promotional activities and marketing.

4.8 Service Level Agreement

The following are in addition to those contained in the role description for the JHI Editor:

Professional

The Editor will be registered, and in good standing, with an appropriate professional body (for example, a doctor of medicine should be registered with the General Medical Council).

Declarations

The Editor will not bring either the JHI or HIS into disrepute, and will be a champion for the JHI and HIS.

The Editor will ensure that all confidential information remains strictly confidential, and will not use any confidential information for any purpose other than for JHI work.

The Editor will work positively with, and respect, all grades of staff.

Conduct

The Editor will be expected to declare any conflicts of interest to HIS.

Activity

The Editor will make reasonable efforts to ensure that any targets set in relation to the production of JHI are met.

The Editor will attend at least 75% of meetings and telephone conferences, except in exceptional circumstances. They will commit to processing all manuscripts within one week of their being assigned unless agreed beforehand.

The Editor will advise the JHI Editorial Team if they expects to be away for more than one week on any type of leave (including sick leave) and will work with the Head of Publishing to make arrangements for cover.