



## Job Profile – Contact Editor

**Title:** Contact Editor – Cochrane Gut

**Location:** Flexible

**Closing date for applications:** June 15<sup>th</sup>, 2021

### Context

[Cochrane Gut](#) is a Cochrane Review Group (CRG) that produces systematic reviews on topics related to the diagnosis, prevention, treatment, and rehabilitation of diseases of the gastrointestinal system (see '[Scope of our work](#)'). Our group was formed in June 2020 by the Cochrane Upper Gastrointestinal and Pancreatic Diseases and Cochrane IBD merger. The group sits within the [Abdomen and Endocrine Network](#). We work with author teams around the world and provide enhanced editorial support for the systematic review production process. Our work aims to inform international guidelines, policy, and practice. The group is responsible for maintaining a priority-setting process in the clinical topic area and producing dissemination and communication products to encourage stakeholder uptake of our evidence. We are looking to fill several editor positions on our editorial team. This posting is for [Contact Editors](#).

### Description of the Contact Editor Role

The Contact Editor's primary role is to provide editorial oversight of approved protocols and reviews submitted for publication in the Cochrane Database of Systematic Reviews. Contact Editors provide author teams with detailed advice and feedback, ensure adherence to methodological standards, and lead the synthesis of input from the peers and editors comprising the editorial team for a review. They bring clinical and methodological expertise. Contact Editors act as ambassadors of Cochrane and the CRG and play an integral role in shaping secondary research output in the clinical areas within CRG scope.

### Accountability and Responsibility

Editors report to the Cochrane Gut Editorial Office (including the Co-ordinating Editors and Managing Editor) overseeing review production.

### Time and Work Commitment

The expectation is that Contact Editors contribute to the evaluation of a proportionate number of protocols and reviews per year. The editorial office aims to limit this to 2 to 5 protocols and/or reviews per year. We ask editors to volunteer to participate in specific reviews of interest, from title registration to the final publication of the review and subsequent updates. We expect editors to participate in an annual virtual

meeting of the editorial board and other CRG initiatives (e.g., priority setting, stakeholder engagement), as required, and to actively support the dissemination and promotion of completed reviews.

### **Core Requirements**

The Contact Editor will join the Editorial Team of Cochrane Gut, including a team of Contact and Statistical Editors, Co-ordinating Editors, a Managing Editor, an Information Specialist, and other editorial staff.

#### *Essential Attributes:*

- Professional and/or post-graduate degree in a relevant field or equivalent
- Respectful, reliable, and professional team player
- Working knowledge of systematic review methodology and relevance to clinical decision making
- Familiarity with Cochrane guidance and standards on the design, conduct, and reporting of systematic reviews (including MECIR, GRADE, Risk of bias assessment, and the Cochrane Handbook)
- Able to conduct communications with authors and the editorial team clearly, effectively, and promptly
- Dedicated to lifelong learning related to the editorial position and within relevant area(s) of expertise
- Able to identify and uphold principles of research ethics and academic conduct
- In compliance with Cochrane's [Conflict of Interest Policy](#) for editors and editorial staff within CRGs and willing to regularly update disclosures
- Professional Working Proficiency in English
- Clinical/professional background and broad knowledge in the management of diseases of the gastrointestinal system(see [review group scope](#))

#### *Desirable Attributes:*

- Previous experience as an editor or peer reviewer for a scientific/medical journal in a related field
- Prior experience authoring Cochrane or non-Cochrane systematic reviews
- Formal training in systematic review methodology
- Native / Bilingual Proficiency in English

### **Terms of Appointment**

This position is open to anyone who meets the above requirements. The Editorial Office will review all applications.

We appoint editors for an indefinite term. This is agreed to by the editorial base and the prospective editor and revisited every five years. Either the editorial base or the editor may request a re-evaluation of the agreement at any point during the active term.

### **Compensation**

- This is an unpaid volunteer editor role
- Training and capacity building opportunities are provided
- Your contribution to each protocol, review, or review update you edit will be acknowledged in the Cochrane Library
- You will play a vital role in the production of high-impact Cochrane systematic reviews. The Cochrane database of systematic reviews has an impact factor of [7.890](#)

- You will have the opportunity to contribute to innovative secondary research aimed at optimizing clinical practice and improving patient outcomes

**To apply, please send a cover letter and Curriculum Vitae to [gutcrane@mcmaster.ca](mailto:gutcrane@mcmaster.ca), with the subject ‘Cochrane Gut Contact Editor’ by June 15<sup>th</sup>, 2021. We will contact you if we are interested in your application.**