

# Family Physicians Inquiries Network

## Editorial Intern

401 West Blvd North, Ste D  
Columbia, Mo 65203

### POSITION

This position offers an exciting opportunity to get a firsthand look into the publishing process of academic medicine. FPIN offers all employees the ability to make meaningful contributions to the ongoing improvement and development of editorial processes and policies. When recruiting for new employees and interns, we look for people who thrive on giving 100% to make a difference in every project for which they are contributing. We are proud to offer a business casual, fun atmosphere that still promotes the highest level of professionalism.

- **This is a part-time, paid internship position that offers the potential for long-term growth and advancement.**

### DESCRIPTION

The FPIN (Family Physicians Inquiries Network) Consortium is a nationally recognized, respected, non-profit organization dedicated to the mission of improving patient care by translating research into practice. We are seeking an editorial assistant to join our team of extraordinary individuals committed to achieving extraordinary results.

*"FPIN supports a collaborative learning community for primary care clinicians, learners, and faculty to promote and disseminate evidence-based scholarship. We improve patient care by translating research into practice."*

### OUR PUBLICATION OUTLETS

*Evidence-Based Practice* (EBP) is FPIN's own peer-reviewed, monthly journal focused on topics relevant to the daily practice of family medicine. Our authors are clinicians and educators who seek to provide answers to pertinent clinical questions backed by the best available evidence. Each question is answered in a concise, clinically useful format with a strength of recommendation and summary of the evidence. One of our subscribers quoted it best, "*EBP* offers a great forum to critically examine the evidence and eliminate the spin. Clinicians should be able to decide for themselves the appropriateness of therapeutic decisions. *EBP* provides tools for doing just that." This is the heart of *Evidence-Based Practice*.

FPIN's writing series are also nationally and internationally disseminated in *American Family Physician* and *The Journal of Family Practice*.

*American Family Physician* is quoted as being the “best-read journal in primary care by nearly every conceivable measurement,” with over 114,000 registered physicians and medical students.

*The Journal of Family Practice* publishes FPIN’s Priority Updates in Research Literature (PURLs) series in addition to publishing both Clinical Inquiries and HelpDesk Answers. Their 2014 average print circulation was to 95,157 users.

## **Responsibilities**

### **Primary Objective (90%)**

Coordinate the editorial workflow for the submission department

#### **Expectations associated with the primary objective:**

- Enforce manuscript deadlines
- Proof for grammatical and style errors
- Ensure manuscript submissions are complete
- Coordinate manuscript submission activities through an automated editorial management system
- Contribute to reports for the Board of Directors
- Document activities and keep accurate records
- Manage the peer review database
- Support the peer review process
- Distribute journals to subscribers
- Manage portions of the organization’s webpage
- Follow company policies and procedures
- Work collaboratively with a team to support the publication workflow
- Assertively communicate to support an encouraging culture of learning
- Contribute positively to the execution of the organization’s mission:

### **Secondary Objective (10%)**

Coordinate special projects for the organization

#### **Expectations associated with the secondary objective:**

- Work with the Executive Director to implement projects to meet organizational objectives
- Build enthusiasm and promote new initiatives
- Manage timelines and support task management in various capacities

## **PROFESSIONAL COMPETENCIES**

- Flexibility - open to change and new information. Able to adapt behavior and work methods in response to changing conditions.
- Cooperation - cooperates with others to accomplish goals, treats others with dignity and respect and values the contributions of others.
- Organization - able to use resources (people, funding, material, support) to get things done. Able to orchestrate multiple activities at once to accomplish a goal. Uses resources effectively and efficiently. Arranges information and files in a useful manner.
- Patience - is tolerant with people and processes. Tries to understand the people and the data before making judgments and acting. Sensitive to due process and proper pacing.
- Career Ambition - has a career plan and actively works on it. Seeks opportunities to develop self.
- Priority setting - plans and organizes work activities. Knows what will help or hinder accomplishing a goal.
- Teamwork - works with and helps others to accomplish goals.
- Use of Technology - able to use technology to accomplish tasks and optimize performance.
- Work Quantity & Productivity - refers to the employee's work in terms of both the quality and quantity. Includes general attendance as well as perseverance on difficult or unfavored assignments.
- Excellent oral, written and communication or presentation skills
- Humor - has a positive and constructive sense of humor. Can laugh at him/herself and with others. Is appropriately humorous with all employees and can use humor to ease tension.

## **QUALIFICATIONS**

- Pursuing a bachelor's degree (Journalism, Communications, or Business preferred)
- Track record of achievement
- Proficient in Microsoft Office
- Comfort with new technologies
- Professional appearance