PUBLICATIONS CHAIR
Position Description
(Revised February 2015)

The Publications Chair:
1. Reviews all formal writing output of APSNA (*News You Can Use* [NYCU], teaching sheets, website letters, posting, etc.);
2. Works with the Information Systems (IS) Chair and Director at Large (DAL), and President to review all the website content and (for ideas, collaborations, cross-promotion, inter-rater reliability, etc.).
3. Serves on editorial board of *Journal of Pediatric Surgical Nursing* (JPSN), the quarterly journal of the organization:
   a. The role of the Chair of the Publication Committee on the JPSN Editorial Board will be to facilitate communication between the APSNA Board of Directors and the JPSN Editorial Board,
   b. Ensure that the vision, mission, and values of APSNA are represented by the journal, and as delineated in the editorial board job description.
   c. Attend and participate in all quarterly editorial board calls/meetings.
4. Provides mentorship to board members having to submit items through the Editorial Manager on the JPSN website.
5. Is the liaison between JPSN and the APSNA Board, other partnering publishing companies (such as Jones and Bartlett for the textbook) and other organization publications.
6. Serve as a member of the Board of Directors (BOD) for a two-year term. There is a mandatory mentor year following this term during which the outgoing Publication Chair mentors the incoming Publication Chair. Mentoring is a proactive relationship whereby the mentor (outgoing board member) facilitates the incoming board member’s understanding and fulfillment of the board position. The mentoring experience begins during the outgoing year, when the incoming board member is elected and formally ends at the end of the incoming board member’s first year on the board. The outgoing board member contacts the incoming board member immediately after the elections, and reviews the job description to develop a transition plan that may include some actual responsibilities that are mutually agreed upon. The mentoring experience includes a collaborative decision on how often to meet and the best mode of communication.
7. Maintains close communication with Membership Chair to keep membership above 700 members according to contractual agreement between APSNA/JPSN and Lippincott Publishing/Wolters-Kluwer,
8. Serves as a liaison to the textbook editors and works with them to promote the textbook, provide ongoing evaluation for the need for future editions, etc.
9. Attends Annual BOD meetings (Pre- and Post-Conference, Business Meeting,
Publisher’s Meeting) and participates in the Fall BOD Meeting Conference and any teleconferences to conduct the business of the organization. Presents a short report to the membership at the Business Meeting. On outgoing year does not attend Post-Conference BOD Meeting.

10. Is an active participant in bi-annual Provider Unit meetings (Provider Unit consists of Education Chair, Program Chair, Publication Chair, DAL), selects conference topics based on identified gaps in knowledge, needs assessment data, member feedback, and conference evaluations in collaboration with other members of the APSNA Provider Unit,

11. Investigates and evaluates opportunities for APSNA to serve as the primary source of pediatric surgical nursing expertise in the nursing community.

12. In keeping with the fiduciary responsibilities of the BOD, understands and approves the budget, as well as APSNA investment policies. For those board members that have specific budget items assigned to the job description understand their budget requests, variances, and rationales, and be prepared to report on this as needed.

13. Other duties as delegated by the President.

SKILLS SET NECESSARY FOR THE CANDIDATE OR TO BE DEVELOPED WITHIN 3 MONTHS OF STARTING POSITION

- Strong organizational and communication skills.
- Ability to utilize email and communicate via Board Networking Forum effectively.
- Has experience in the planning, implementation and evaluation of educational offerings to nurses. Possesses knowledge in adult learning theory.
- Possesses basic skills in generating, editing, and organizing electronic files and documents.

ESSENTIAL BOARD PROGRESSION PLAN SKILLS SET

- Shows a good appreciation of APSNA’s mission and strategic plan, is able to evaluate and provide insight into strategic direction.
- Contributes to the achievement of APSNA’s objectives by effectively applying knowledge, experience and expertise to the issues confronting the organization.
- Demonstrates adequate knowledge of the profession to understand and question the assumptions upon which the organization’s business plans are based, both existing and new.
- Evidences diligent preparation for meetings (is prepared, knows material and actively participates). Arrives on time, is attentive and present for the duration of all meetings. Available when needed, accessible and approachable. Accepts and volunteers for tasks and related work that furthers the strategic direction of APSNA.
- Respects the confidentiality of the organization’s business information and the deliberations of the BOD. Contributes meaningfully and knowledgeably to BOD discussions, providing valuable input to organizational endeavors. Expresses views frankly and openly in BOD meetings. Listens to, respects and encourages the expression of opinions by other BOD members.
- Makes a positive contribution to the long-term viability of APSNA as a professional association and to the succession of the BOD. Contributes to the overall effectiveness of the mission and preferred future of the organization. Demonstrates an ability to assist the BOD in meeting the strategic objectives of the organization.
• Shows an understanding of, and willingness to respond to, members’ needs.
• Communicates effectively with BOD, membership, founders, supporters, and other
  nursing and surgical leaders via written, verbal and electronic means.

TIMELINE and OPERATIONAL PROCEDURES for General Duties

Ongoing
• Maintain communication with other BOD members through the APSNA BOD Networking
  Forum
• Monthly monitoring of APSNA and JPSN webpage.
• Review the APSNA website Resources Page in conjunction with the IS Chair,
  Education Chair and DAL. If applicable, contact possible contributors and encourage
  participation in the review, update and upkeep with this page.
• Write a NYCU article/item after attending any partnering or development meeting.
• As part of the BOD succession plan, identifies possible future Publications Chair(s)
  and begins to collaborate with that person.

May
• Recruits articles and reviewers for JPSN
• Review all APSNA policies, especially those specific to my job description.
• Review Board of Directors Resources documents available on website.
• Review APSNA Bylaws.
• Develop goals for upcoming year and submit to President and Secretary through BOD
  Networking Forum by July 1.
• Remind the Program Chair to submit conference summary from the Annual Conference
  for the Go Live Date of September 18, 2015, of the JPSN, by June 1, 2015 for the
  September JPSN Issue. This should be done through the Editorial Manager on the
  JPSN website: http://www.editorialmanager.com/jpsn/
• Remind Membership Chair to submit write up for "Connections" through the Editorial
  Manager on the JPSN website: http://www.editorialmanager.com/jpsn/ by June 1 for the
  September JPSN Issue.
• Remind President that “Message from the President” from the President should be
  submitted through the Editorial Manager on the JPSN website:
  http://www.editorialmanager.com/jpsn/ by June 1 for the September JPSN Issue.
• Remind Leadership Chair to provide any award winners (Foster, Research, Education,
  Founder’s, Champion) to be posted on the JPSN Website by June 1.

June
• Receive current, up to date, membership file from the Membership Chair and submit to
  the current account manager for the JPSN by publisher deadline.
• Prepare and submit quarterly report to Board Networking Forum by July 1.
• Receive names from the Membership Chair of members that are interested in writing for
  the JPSN, and submit to the EIC.
• Publication Chair will provide the IS Chair the text for NYCU e-mail communication
  regarding the June 18, 2015, quarterly JPSN.
• The Publication Chair will remind the IS Chair/Web Administrator that the spring,
summer, fall, Winter (as appropriate) Issue is “now available” logo needs to be updated on the main webpage.

- Receive Provider Unit guideline updates from Lead Nurse Planner (Education Chair).

August
- Contact Program Chair regarding “Save the Date” announcement (to be submitted by September 1) to be posted on JPSN website tab.
- Remind Membership Chair to submit write up for "Connections" through the Editorial Manager on the JPSN website: http://www.editorialmanager.com/jpsn/ by September 1.
- Remind President that “Message from the President” should be submitted through the Editorial Manager on the JPSN website: http://www.editorialmanager.com/jpsn/ by September 1.
- Receive “Save the Date” announcement for December JPSN from Program Chair by September 1.

September
- Receive current, up to date, membership file from the Membership Chair and submit to the current account manager for the JPSN by publisher deadline.
- Remind Leadership Chair to submit article on Foster WOCN Grant and other awards for the NYCU and review content to ensure consistency with website and other published materials. Provide information to be posted on JPSN website as well.
- Review previous year’s budgets and expenditures. Submit budget requests to Treasurer at Fall BOD Meeting Conference for any expenses greater than $25 for mailing, printing, shipping, or any other expenses (necessary software for incoming publication chair, gift cards, payments to authors) anticipated for the coming January - December Fiscal Year.
- Review committee reports and BOD Networking Forum discussions prior to the Fall BOD Meeting Conference.
- Submit agenda items to Education Chair, Lead Nurse Planner, for Fall Provider Unit Meeting.
- Prepare and submit quarterly report to Board Networking Forum by October 1.
- Publication Chair will provide the IS Chair the text for a NYCU e-mail communication regarding the September 18, 2015, quarterly JPSN.
- The Publication Chair will remind the IS Chair/Web Administrator that the spring, summer, fall, Winter (as appropriate) Issue is “now available” logo needs to be updated on the main webpage.
- Outgoing year, contact Publications Chair candidates and answer questions regarding board responsibilities and/or commitment.

October
- Receive names from Membership Chair of members that are interested in writing for the JPSN, and submit to the EIC.
- Review committee reports and BOD Networking Forum discussions prior to the Fall BOD Meeting Conference.
- Prepare report for, attend, and participate in the Fall BOD Meeting Conference.
- Attend Provider Unit Meeting (may be in September).
November

- Keep record of expenses and submit to Treasurer for reimbursement.
- Evaluate textbook sales in collaboration with Treasurer.
- Remind Program Chair to submit pre-conference information for March *JPSN* and submit through the Editorial Manager on the *JPSN* website: http://www.editorialmanager.com/jpsn/ by December 1. For assistance with the Editorial Manager, contact the Publication Chair.
- Remind President to submit "Message from the President", information for March *JPSN* and submit through the Editorial Manager on the *JPSN* website: http://www.editorialmanager.com/jpsn/ by December 1. For assistance with the Editorial Manager, contact the Publication Chair.
- Remind Membership Chair for "Connections" by December 1st for March issue of *JPSN*. This should be done through the Editorial Manager on the *JPSN* website: http://www.editorialmanager.com/jpsn/
- If outgoing board member, contact the incoming winner of the elections, review job description and commence mentoring (See #6 – Page 1).

December

- ALL receipts for reimbursement for current year should be submitted no later than December 15.
- Prepare and submit quarterly report to Board Networking Forum by January 1.
- Publication Chair will provide the IS Chair the text for a *NYCU* e-mail communication regarding the December 18, 2015, quarterly *JPSN*.
- The Publication Chair will remind the IS Chair/Web Administrator that the spring, summer, fall, Winter (as appropriate) Issue is “now available” logo needs to be updated on the main webpage.
- Remind Leadership Chair to submit New BOD listing and the date they start so it can be put on the *JPSN* website tab.

January

- Keep record of expenses and submit to Treasurer for reimbursement.
- Remind Leadership Chair to provide article on Founders Award, Education and Research Grants for the *NYCU* (explaining the award, providing link to award page and downloading of the application), and review content to ensure consistency with website and other published materials. Submit information to be posted on *JPSN* website as well.
- Review position description and send necessary changes to President-Elect by February 1. The Lead Nurse Planner (Education Chair) will take an active role in reviewing job descriptions for all Nurse Planners within the Provider Unit (Program, DAL, and Publication Chairs) for compliance with ANCC/NAPNAP guidelines.

February

- Receive current, up to date, membership file from the Membership Chair and submit to the current account manager for the *JPSN* by publisher deadline.
- Receive evaluation tool for Editor-in-Chief, *JPSN*, from President and complete and return by April 1.
- Remind President-Elect that “Message from the President” from the President should be

- Remind Membership Chair to submit write up for "Connections" through the Editorial Manager on the JPSN website: http://www.editorialmanager.com/jpsn/ by March 1 for June JPSN Issue.

March
- Prepare and submit quarterly report to Board Networking Forum by April 1.
- Publication Chair will provide the IS Chair the text for a NYCU e-mail communication regarding the March 2016, quarterly JPSN.
- The Publication Chair will remind the IS Chair/Web Administrator that the spring, summer, fall, Winter (as appropriate) Issue is "now available" logo needs to be updated on the main webpage.
- Collaborate with all Nurse Planners to set agenda for upcoming Provider Unit Meeting.
- May receive request from Education Chair to review evaluation link (test functionality), at Education Chair’s discretion.
- Receive Provider Unit update from Education Chair.

April
- Plan for promotion of textbook at Annual Conference in collaboration with Treasurer.
- Receive names from Membership Chair of members that are interested in writing for the JPSN, and submit to the EIC.

May
- Encourage all BOD to attend the Publishers Update Meeting.
- Collaborate with Education Chair/Lead Nurse Planner in the development of an orientation session for all incoming Nurse Planners (Education, Program, DAL, and Publications Chairs and Director at Large).
- Remind all BOD that if they attend any partnering or development meeting a NYCU summary must be submitted for publication, for review by the Publication Chair, DAL and IS Chair.
Journal of Pediatric Surgical Nursing (JPSN) Editorial Board advises the Editor-in-Chief (EIC) on the direction and focus of the Journal. Editorial Board members are volunteers who serve as JPSN's ambassadors to the pediatric surgical nursing community, the larger community of those caring for pediatric surgical patients and their families, and the public.

The American Pediatric Surgical Nurses Association (APSNA) Publications Chair or board representative designee serves on the Editorial Board during his/her term on the APSNA Board and functions as the liaison between the Journal and the APSNA Board of Directors (BOD).

The Journal seeks Editorial Board members who have experience in pediatric surgical nursing, expertise in an area of interest to the Journal, experience in writing and publishing, and a commitment to developing and promoting JPSN and APSNA.

The Term of Service for an Editorial Board member is 2 years. Membership on the JPSN Editorial Board is rotating, with new members added biannually as appropriate to enable qualified individuals to participate. The Editor-in-Chief will complete an end of term evaluation; a self-evaluation by the Editorial Board member will be done as well. At the conclusion of each term, an editorial board member may be invited by the EIC to renew his/her term based on the following criteria: the board member has fulfilled all responsibilities of board membership during his/her two year tenure and indicates a willingness to renew board membership for an additional two year term. During their term of service, Editorial Board members are listed in each issue of the journal.

Job Requirements for Editorial Board:

1. Interest in pediatric surgical nursing.
2. Working knowledge of basic pediatric surgical nursing practices.
3. Knowledge of advanced or specialized pediatric surgical nursing practices.
4. Knowledge of the relationship between pediatric surgical nursing and other disciplines (e.g., pediatrics, nutrition, orthopedics).
5. Commitment to provide time necessary to complete journal responsibilities.
6. Ability to leverage personal and professional contacts within the specialty to benefit the Journal or willingness to develop these relationships.
7. Commitment to supporting pediatric surgery and pediatric surgical nursing knowledge published for the direct benefit of APSNA members and JPSN subscribers.
8. Appreciation for the larger picture of advancing nursing knowledge within the context of pediatric surgical nursing.
9. Experience as an Editorial Board member, reviewer, and/or author. A record of professional publication is preferred.
10. Must be able to articulate the vision for JPSN and APSNA with a proactive approach to solicitation of articles.
11. Must be able to work collaboratively with Editor-in-Chief, Editorial Board members, and APSNA Publications Chair or board representative designee to ensure JPSN is aligned with the mission and vision of APSNA and the APSNA strategic plan.
12. Must be able to fulfill Editorial Board responsibilities on a volunteer basis for a term of two years, including completion of brief education modules regarding reviewing and critiquing manuscripts and completion of review forms/documents provided by Lippincott Williams and Wilkins (LWW).

**Responsibilities of Editorial Board member include:**

1. Provides feedback and recommends ways to develop and improve the Journal.
3. Reviews manuscripts when asked (minimum of 1 per year). Editorial Board members are responsible for reviewing articles within their area of expertise throughout the year and assisting in reviews for certain subjects outside their specific area of expertise when requested. Editorial Board members are also expected to respond quickly to requests for reviews – whether they can or cannot review a manuscript – and then to complete the review within specified timelines.
4. Writes/co-authors at least one manuscript, column, or opinion piece per term as needed.
5. Works with manuscript solicitation leader to solicit at least one manuscript per term as needed.
6. Mentors less-experienced authors whose manuscripts may need extra attention when requested by Mentor Leader.
7. Suggest appropriate candidates to be JPSN Reviewers.
8. Suggest appropriate candidates to be on the JPSN Editorial Board.
9. Promotes JPSN as a vehicle for publishing to pediatric surgical colleagues.
10. Promotes JPSN to the pediatric surgical nursing community, physician colleagues, and others involved in caring for pediatric surgical patients and their families.
11. Advises on JPSN marketing opportunities and ideas for special editorial projects.
12. Attends the APSNA annual meeting, whenever possible, at own expense and participates in the Annual Editorial Board Meeting as well as journal-related outreach activities at the APSNA annual meeting.
13. Maintains communication in a timely fashion.
14. Keeps EIC and other Editorial Board members abreast of any affiliation, credential, or contact information changes.
15. Completes self-evaluation instrument every term.

*JPSN* Editorial Board members are required to maintain an appropriate standard of confidentiality and should recognize and acknowledge that the confidential and proprietary information of *JPSN* is a valuable, special, and unique asset of the Journal. The Editorial Board member will not, during or after the term of his or her membership, disclose such information or any part thereof to any person, firm, corporation, association, or other entity
for any reason or purpose whatsoever. Any disclosures of confidential information made
unlawfully outside the proper course of duty will render the Editorial Board member
subject to disciplinary action, which may result in dismissal from the JPSN Editorial Board.

Performance Review: JPSN Editorial Board Members

The JPSN Editor-in-Chief will conduct a review of all Editorial Board Members every term.
**Evaluation of Editorial Board Members**  
*Journal of Pediatric Surgical Nursing*

**Process:** The evaluation instrument will be distributed to Editorial Board members for self-evaluation. The Editor-in-Chief (EIC) will complete and review the evaluation with each Editorial Board member.

**Editorial Board Benchmark**  
Journal editors are responsible for the vision and mission of their journal. The Editorial Board assists the EIC with these goals. Regular feedback on board members’ performance can help the EIC assess if the Journal is meeting or exceeding its stated goals. Timely evaluative data is also important for board members to assess their own contributions to the growth and development of the Journal.

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<th>Criteria:</th>
<th>Below expectations</th>
<th>Needs improvement</th>
<th>Meets expectations</th>
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**Additional Comments:**

**SUMMARY EVALUATION**

**Overall Rating:**
Average Score 2.0 or above: retain    Average Score < than 1.9 – remove at discretion
of EIC

Summary Comments: