



## **Terms of Reference: Editor-In-Chief, Anaesthesia Tutorial of the Week (ATOTW)**

**Do you have a passion for anaesthesia education?**

**Would you like to use your knowledge and experience to help deliver a biweekly, high quality anaesthesia learning resource accessed by tens of thousands of people?**

We are looking for an Editor-In-Chief (EIC) of Anaesthesia Tutorial of the Week (ATOTW) to take over from our inaugural EIC, Dr Maytinee Lilaonitkul, who is stepping down from this position after more than eight years in charge of this unique learning resource.

Tutorials cover and ideally rotate between eight core areas: General Topics, Intensive Care Medicine, Obstetric anaesthesia, Paediatric anaesthesia, Pain medicine, Regional anaesthesia, Patient Safety and Basic Science.

### **Purpose of the Role**

The EIC oversees the entire publication process of the WFSA ATOTW, from the commissioning of tutorials to liaising with section editors and Allen Press which provides publication support, and managing the editorial board. The role is supported by a Digital Learning Lead based in the WFSA Secretariat in London, United Kingdom.

### **Components of the Role**

1. *Overseeing the entire publication process, including:*
  - Managing the timely publication of high quality tutorials on a biweekly basis;
  - Making the final decision on all manuscripts before submission to the publishers;
  - Reviewing the quarterly quiz;
  - Assessing the suitability of new proposed topics from prospective authors and assign a primary editor to each tutorial.
2. *Managing the editorial board, including:*
  - Recruiting, orienting and mentoring new editors;
  - Monitoring the productivity of each subsection and identify gaps;
  - Coordinating assignments, liaise with subsection leads;
  - Troubleshooting challenges in the editorial process.
3. *Continually working to improve the ATOTW offering.*

**Responsible to:**

Chair of the WFSA Publications Committee, currently Professor Christina Lundgren of South Africa.

**Key relationships:**

- Members of the WFSA Publications Committee;
- Members of the ATOTW team, including over 20 section editors;
- Support staff in the WFSA Secretariat.

**Time Commitment**

- About 6 hours per week on average (note that this can fluctuate depending on the volume of manuscripts being received and worked on).

**Experience and skills**

We are keen to appoint a new EIC with a background in one or more of the following areas:

- Fellowship or faculty (consultants, attendings) level in anaesthesia;
- Leadership experience, especially demonstrating management skills;
- Moderate to strong background in medical education;
- Experience in education technology (desirable);
- Experience in editorial work (desirable);
- Experience working/ volunteering in low-resource setting or at least good understanding of anaesthesia education needs in a global context in both high- and low-resource settings.

**Their personal attributes will include:**

- Highly motivated and passionate about anaesthesia education;
- Approachable with excellent communication skills;
- Strong sense of cultural humility;
- A high level of probity, integrity, objectivity and fairness, the ability to maintain confidentiality, and commitment to equality and diversity/

**Terms of Appointment**

- Following a successful interview (virtual or in-person) and satisfactory reference check, the new EIC will be appointed on a permanent basis;
- The President of the WFSA may terminate the appointment at their discretion should there be evidence of conduct contrary to the expected standards of conduct, or behaviour which could bring the WFSA into disrepute.

**Remuneration**

This is an unpaid voluntary role. Reasonable expenses for travel may be claimed if in-person meetings are required. However, the request for this needs to be made in advance.

**How to Apply**

Applications can be submitted to [opportunities@wfsahq.org](mailto:opportunities@wfsahq.org) and should consist of the following:

- 1) Statement of interest and why you are suitable for the role (no more than 400 words)
- 2) CV (maximum 4 pages, highlighting achievements that are relevant to the role)
- 3) Details of two referees