

## GPICS SECTION EDITOR ROLE PROFILE

<b>Role</b>	Section Editor for the Guidelines for the Provision of Intensive Care Services (GPICS)
<b>Organisation</b>	The Faculty of Intensive Care Medicine (FICM) and Intensive Care Society (ICS)

### ROLE DESCRIPTION

<b>Summary</b>	<p>The Section Editors will work in collaboration with the GPICS Editorial Board (EB), and staff at the FICM providing administrative support.</p> <p>Applicants will have experience of working with multi-professional committees or working groups. Strong interpersonal skills and excellent verbal and written skills are required, along with an ability to communicate complex issues to differing audiences. Applicants will ideally have an understanding of guideline development processes, working in committees and critical appraisal methods. Once appointed, the Section Editors will work closely with the Chapter Authors responsible for drafting the chapters in the relevant section.</p>
<b>Appointment</b>	<p>Section Editors will be appointed via open recruitment. To make the process proportionate and transparent applicants will be assessed against this Role Profile and will be asked to submit a short expression of interest form with evidence of previous work/ track record of delivery.</p>

<b>Responsibilities</b>	<p>The Editors will be supported by the FICM administrative team and the Lead Editors, who are responsible for the overall project management.</p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Section Editors will recruit Chapter Authors who will be approved by the Editorial Board. Authors will be required to have experience working in the area of ICM that the chapter covers. Strong interpersonal skills and excellent verbal and written skills are required, along with an ability to communicate complex issues to differing audiences. Authors will need to represent the variation of units across the UK.</li> <li>• Ensure editorial deadlines are maintained.</li> <li>• Complete a 'Declaration of Interests' form.</li> <li>• Advise the Editorial board of any organisations that may be interested in taking part in the public consultation</li> <li>• Be active members of the GPICS Editorial Board.</li> <li>• Determine relevance of existing chapters within Sections and work with the Editorial Board to identify new chapters.</li> </ul> <p><b>Recommendations and Standards Development</b></p> <ul style="list-style-type: none"> <li>• Review chapter development by the Chapter Authors.</li> <li>• Accept or reject any proposed changes following peer review and public consultation.</li> <li>• Maintain continuity of format, within sections and between sections.</li> <li>• Provide reasoning for rejecting a proposed change from consultation.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Sign off the final version of the chapter before sign-off by the GPICS Editorial Board.</li> </ul>
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<p><b>Conditions (e.g. time commitments, length of appointment)</b></p>	<p><b>Chapter Development</b></p> <ul style="list-style-type: none"> <li>• The editors are expected to attend meeting of the GPICS Editorial Board. <ul style="list-style-type: none"> <li>○ It is expected that the work of the Editorial Board will usually be conducted electronically or occasionally if necessary, meeting in person. In-person meetings will be agreed in advance by the FICM and ICS.</li> <li>○ Once a project is initiated, it is expected that the EB will meet monthly. It is expected that meetings will be held virtually, both for convenience and for sustainability reasons, unless agreed in advance.</li> </ul> </li> </ul> <p><b>Post Publication (Annually)</b></p> <ul style="list-style-type: none"> <li>• Decide whether the recommendations and standards that were originally made are still valid in light of any new evidence uncovered.</li> <li>• Liaise with Chapter Authors to make necessary changes and submit any changes to the document to the GPICS Editorial Board for sign-off.</li> <li>• Will be considered to be Section Editor for the period in which the GPICS version is valid.</li> </ul>
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## PERSON SPECIFICATION

	<b>Essential Criteria</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in Intensive Care as a practising health care professional or experience of health care commissioning (dependant on role in the group)</li> <li>• Credible level of experience of expert committee work or standards setting work in a relevant setting</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Evidence of excellent verbal and written communication skills</li> <li>• Evidence of time management and working to deadlines</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A detailed knowledge of intensive care and/or intensive care-related health expertise (dependant on role in the group)</li> </ul>
<b>Other</b>	Clear reasoning for any suggestions made during the chapter development process