

RCSI

smj

Royal College of Surgeons in Ireland
Student Medical Journal

Detailed job descriptions

In this document is a list of positions available for the 2023/2024 edition of the RCSIsmj. Please complete the application form and send to submissionssmj@rcsi.ie

All students from all disciplines and all years are encouraged to apply!

**DEADLINE FOR SUBMISSION:
Saturday May 27th, 2023**

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Senior Editor

The RCSI^{smj} executive staff is looking for a dedicated and enthusiastic student to take up the position of Senior Editor for 2023-2024. The journal needs talented students to create a strong foundation from which it can grow and develop for years to come. This position offers not only the opportunity to gain valuable experience and improve your portfolio, but also a chance to shape the future of the RCSI^{smj}.

Important functions of the Senior Editor are to:

1. Be the primary point of contact with staff writers to provide guidance as needed and finalise articles for publication (ideally during the summer months of 2023)
2. Work directly with the Editor-in-Chief in the selection of articles for publication
3. Be the primary text editor of all selected articles
4. Communicate with selected authors to finalise their submissions for publication
5. Develop their editing skills to take over as Editor-in-Chief for the 2023-2024 edition

The Senior Editor should be comfortable with the tasks required of them, but need not have a background in editing. In fact, **we would like to encourage all students who are interested to apply, regardless of experience.** This coveted position with the RCSI^{smj} is a unique opportunity to be part of the creative core of the journal as well as build a competitive and dynamic medical resume.

Additionally, please note that this is a three-year post, as the second year the Senior Editor ascends to Editor-in-Chief, and then to Director in the third year.

A cautionary note to applicants: this position requires a considerable amount of effort and a significant time commitment. **The Senior Editor should be prepared to commit several hours a week to their duties. Ideally this student would be available to devote significant time to work with the staff writers during the summer months of 2023.** Later, the workload increases again during the winter months in order to finalize the journal for publication.

As it is very competitive, we encourage you to also apply for a second staff position.

Application restrictions: The position is open to students who are currently in the following years:

- Year 1 of 5 year programme (JC2)
- Year 2 of 6 year programme (IC1)
- Year 1 of GEM programme (JC2)

This is to facilitate transition to take over the role of Editor-in-Chief and Director of the SMJ in subsequent years.

Number of positions available: 1

Assistant Peer Review Director

The Assistant Peer Review Director is a vital part of the RCSI^{smj} peer review process. This position offers a student the exciting and challenging opportunity to help develop and shape the peer review process for years to come. The process of navigating a journal's peer-review system is one of the most important and challenging aspects of getting one's work accepted to a leading medical journal. In keeping with this, a key aim of the RCSI^{smj} peer review process is to provide students with a realistic peer review experience upon submission of their work to the journal. It is our aim that this experience gained by our prospective authors is something the student can draw upon in future years when submitting their work to leading medical journals.

Important functions of the Assistant Peer Review Director are to:

1. Assist the Peer Review Director in the selection of an appropriate committee of peer reviewers
2. Run a tutorial on the peer review process for incoming peer reviewers
3. Help assign peer-reviewing tasks and manage allocation and collection of articles to/from peer reviewers
4. Ensure peer reviewing is completed according to the journal standards in a timely fashion
5. Make recommendations to the editorial staff regarding the merits of each article
6. Liaise with the editorial staff to determine articles to be selected/published

Note to applicants: the Assistant Peer Review Director has a responsibility of providing valuable feedback not just to the authors, but also to the peer review team. The Assistant, together with the Peer Review Director, will work with the executive staff to streamline the peer review process, which includes expanding and revising the existing peer review framework.

Application restrictions: The position is open to students who are currently in the following years:

- Year 1 of 5 year programme (JC2)
- Year 2 of 5 year programme (IC1)
- Year 3 of 5 year programme (IC3)
- Year 1 of GEP programme (JC2)
- Year 2 of GEP programme (IC2)

This is to facilitate transition to take over the role of Peer Review Director in the subsequent year.

Number of positions available: 1

Peer Reviewer

The peer review process is an important part of all scientific publications. Holding true to its name, the RCSI^{smj} believes that student articles should be reviewed by their student peers. In this way, authors can receive meaningful feedback from their colleagues, and peer reviewers can gain valuable experience in the critical appraisal of articles. A career in medicine requires one to evaluate the literature and make critical decisions based on the evidence presented. As a Peer Reviewer, you will be getting a head start, learning how to hone your skills as a critical appraiser of medical discourse.

Important functions of the Peer Reviewer are to:

1. Critically evaluate articles assigned for review by our Peer Review Director
2. Provide meaningful and constructive feedback to authors

A peer reviewer should be a student with the confidence to approach scientific writing in a critical manner and provide constructive feedback to the authors. There are many peer review positions

available and we feel this is an excellent opportunity for students of any age, year or background to gain valuable experience in scientific literature and improve their medical resume.

Note: this position is open to students in all disciplines in all years. We encourage all students to apply, irrespective of experience.

Number of positions available: 20-25 (variable from year to year)

Executive Secretary

The Executive Secretary is an exciting position on the RCSI^{smj} executive staff. This position provides an excellent opportunity for a student to be involved with the production of the journal, gain valuable experience in editing, position themselves for senior positions in future years at the journal and help build a competitive and dynamic medical resume.

Important functions of the Executive Secretary are to:

1. Manage all incoming RCSI^{smj} submissions - ensure completeness of author information and compliance with submission guidelines - organise submissions into appropriate categories and ensure anonymity - communicate with authors who have not met guidelines or whose submissions are incomplete or those seeking information on the status of their submissions
2. Communicate with commissioned authors to expedite submission of their articles
3. Maintain a comprehensive submissions diary and prepare a submissions report
4. Liaise with the Peer Review Director, Editorial Staff, and Public Relations
5. Assist Editorial staff with copy-editing final drafts of articles to be published The Executive Secretary will be a critical part of the journal by ensuring that all articles meet the RCSI^{smj} standard and are delivered to the editorial staff for review in a timely fashion.

The Executive Secretary should be an individual with excellent organisational and communications skills and who is capable of managing the RCSI^{smj} submission portfolio.

Note: this position is open to students in all disciplines in all years. We encourage all students to apply, irrespective of experience.

**Number of
positions available:
1-2**

Senior Staff Writer

The Senior Staff Writer has the same responsibility as the Staff Writers to write and polish a review article on a topic of their interest during the summer that will be published in the annual edition of the SMJ. Additionally, the Senior Staff Writer will also have other roles in providing content for the journal. These include carrying out an interview with an individual of interest to the student body, reviewing a book on a topic of interest to healthcare, and helping to guide the theme for the RCSI^{smj} 2023/2024 edition.

Important functions of the Senior Staff Writer are to:

1. Formulate a topic that fits the theme of the journal and write an article to be published
2. Use their expertise as authors to ensure the continued quality of RCSI^{smj} content
3. Carry out an interview with an individual of interest to the student body
4. Review a book on a topic of interest to healthcare

The Senior Staff Writer should be a student who has the confidence to be a medical author and produce an article of a high standard. The Staff Writers are a vital

part of the RCSI^{smj} production and are integral in developing the theme for our journal. They are also a representative of the student body and ambassadors of RCSI, as the quality of their publications reflect the distinction of RCSI^{smj}.

Note: this position is open to students in all disciplines in all years. Preference will be given to those who were staff writers in previous years, but all applications will be considered. We encourage ALL students to apply, irrespective of experience.

Number of positions available: 1

Staff Writer

Each year, the RCSI^{smj} selects a few applicants to join our team as staff writers. Each Staff Writer will then have the opportunity to select a topic of their choosing and have the summer to write a comprehensive article for publication, with support and guidance from the Senior Editor and Editor-in-Chief. Each Staff Writer have the outstanding opportunity to be published in a distinguished medical journal and be a part the of the RCSI^{smj} team.

Important functions of a Staff Writer are to:

1. Formulate a topic that fits the theme of the journal
2. Work closely with the editing team to write a polished review article for publication
3. Use their expertise as authors to ensure the continued quality of RCSI^{smj} content

A Staff Writer should be a student who has the confidence to be a medical author and produce an article of a high standard. Staff Writers are a vital part of the RCSI^{smj} production and are integral in developing the theme for our journal. They are also

representative of the student body and ambassadors of RCSI, as the quality of their publications reflect the distinction of RCSI^{smj}. We encourage all students with an interest in writing to apply for the position, as it is a fantastic opportunity to develop and improve your writing skills with guidance from our editorial team.

Note: this position is open to students of all disciplines in all years. We encourage ALL students to apply, irrespective of experience.

Number of positions available: 7-8

Public Relations

The success of the RCSI^{smj} depends entirely on whether students, staff, and peers are involved with the journal. Members of the public relations team will work together to help deliver the RCSI^{smj} to fellow students, staff and colleagues.

Important functions of a Public Relations Team member are to:

1. Encourage RCSI students to submit articles, review and cases of interest to the RCSI^{smj}
2. Build creative and effective advertising campaigns to promote the RCSI^{smj} and its various events
3. Develop campaigns to fulfil the challenging task of promoting the RCSI^{smj} to the greater Irish medical community
4. Work with a graphic designer to create grabbing PR materials
5. Liase closely with Director and department heads

A Public Relations Team member should be a team player interested in marketing and advertisement with

the creative skills to develop effective promotional campaigns. This position offers a unique opportunity to build a dynamic medical resume and earn valuable organisational and marketing skills. You will be integral in representing RCSI^{smj} both within RCSI and the medical fraternity.

Note: this position is open to students in all disciplines in all years. We encourage all students to apply, irrespective of experience.

Number of positions available: 3

Graphic Designer

The graphic designer is a new role at the RCSI^{smj}. This person will be in charge of finding or creating graphics for the journal's annual publication, in addition to any other projects that require creative input throughout the year. This position will be great for students looking for a creative outlet. It will also be an opportunity to develop communication skills and have artwork published in a prestigious student medical journal (though artistic skills are not required).

Important functions as a graphic designer are:

1. Find or develop images and graphics for the annual publication
2. Give input on how to make the RCSI^{smj} brand more visually cohesive
3. Work with publishers to hone the final publication
4. Run artwork submission competition within the student body

As this is a new role at the smj, the graphic designer should be a student that will take initiative to find and execute artistic projects throughout the year. They will

be able to work independently, but will also be working closely with the public relations team, as well as the editorial and education team to give creative input on advertisements, educational materials, and the annual publication.

Note: this position is open to students in all disciplines in all years. Artistic skills are not required, students with any interest in curation or graphic design are encouraged to apply.

Number of positions available: 1

Director of Education

RCSI^{smj} as an organization has become increasingly interested in expanding beyond a medical journal publication, with a growing interest in the promotion of knowledge and excellence in scientific writing. The position of Director of Education is an integral part of our mission in this respect. It is the responsibility of the Director of Education to create learning opportunities for the student body and the RCSI^{smj} staff in innovative ways.

For the 2023-24 academic year, we would like to start hosting events that focus on the development of scientific writing for the student body, including an academic research workshop with a member of the RCSI faculty, and a statistics competition.

Important functions of the Director of Education are to:

1. Organize and manage 3-4 writing workshops, competitions, or journal clubs
2. Brainstorm and organize workshops relevant to scientific writing, biostatistical analysis and medical publication - This includes inviting and accommodating experts in the field during these sessions
3. Work in a leadership role with the Education Officers to organize and run SMJ events
 - This includes liaising with the Director to facilitate inclusion of all members of staff in educational events
4. Provide a conduit between the RCSI^{smj} staff and the RCSI faculty if expert assistance is required during the publication process

The Director of Education should be a student with a keen interest in the fields of scientific writing and biostatistics. Importantly, the applicant should have strong interpersonal skills (as they will be in contact with students, faculty and possibly other experts), be creative in finding ways to advertise workshops and lectures, and inspire their peers to take a more active interest in topics surrounding scientific writing – from robust experimental design to the particulars of the peer review process.

Note: this position is open to students in all years and disciplines. We encourage ALL students to apply, irrespective of experience.

Number of positions available: 1

Education Officer

RCSI^{smj} as an organization has become increasingly interested in expanding beyond a medical journal publication, with a growing interest in the promotion of knowledge and excellence in scientific writing. The position of Education Officer is integral to our mission in this respect.

For the 2023-24 academic year, we would like to start hosting events that focus on the development of scientific writing for the student body, including an academic research workshop with a member of the RCSI faculty, and a statistics competition.

It is the responsibility of the Education Officer to create learning opportunities for the student body and the RCSI^{smj} staff in innovative ways. Important functions of the Education Officer are to:

1. Organize and manage 3-4 writing workshops, competitions, or journal clubs
2. Brainstorm and organize workshops relevant to scientific writing, biostatistical analysis and medical publication - This includes inviting and accommodating experts in the field during these sessions
3. Provide a conduit between the RCSI^{smj} staff and the RCSI faculty if expert assistance is required during the publication process
4. Potentially organize an expert lecture during the academic year. The Education Officer should be a student with a keen interest in the fields of scientific writing and biostatistics

Importantly, the applicant should have strong interpersonal skills (as they will be in contact with both students, faculty and possibly other experts), be creative in finding ways to advertise workshops and lectures, and inspire their peers to take a more active interest in topics surrounding scientific writing – from robust experimental design to the particulars of the peer review process.

Note: this position is open to students in all years and disciplines. We encourage ALL students to apply, irrespective of experience.

Number of positions available: 2

Blog-master

The Blog-master is a new role in the RCSI^{smj} that is only **available to previous Staff Writers**. This student will be in charge of creating a plan and schedule for the blog and editing posts for publication. Additionally they will work closely with the PR team to generate interest within the student body and other SMJ committee members.

Important functions of the Blog-master are to:

1. Create and execute a plan and schedule for blog posts
2. Work with student authors and edit their blog post drafts before they are published, with help from the SMJ editing team as needed
3. Liase with the PR team to generate interest among students of any discipline and year to submit blog posts for consideration

The Blog-master should be a student who has the confidence to be an editor and help students to produce blog posts of a high standard. They are also a

representative of the student body and ambassadors of RCSI, as the quality of their publications reflect the distinction of RCSI^{smj}. The Blog-master position is an excellent opportunity for one of our previous staff writers to gain further experience in editing and publishing. This is a competitive position that allows for progression within the RCSI^{smj}.

Note: no editing experience is required, prior staff writers of ALL years and disciplines are encouraged to apply

Number of positions available: 1

Assistant Web-master

The Assistant Web-master is a **two year post**, as the first year the student will assist and learn from the Web-master how the website works, and take over as Web-master the following year. The Web-master team will be in charge of uploading staff applications, submission guidelines, blog posts, and any other important information to the SMJ website. Please note, there will be a transition to a new platform during the 2023-2024 year, so this position will have a lot of room for creativity and new ideas, but requires flexibility.

Important functions of the Assistant Web-master are to:

1. Assist the Web-master with uploading important information to the website
2. Work with student authors and edit their blog post drafts before they are published, with help from the SMJ editing team as needed
3. Liase with the PR team, education team, and editorial team

Application restrictions: The position is open to students who are currently in the following years:

- Year 1 of 5 year programme (JC2)
- Year 2 of 5 year programme (IC1)
- Year 3 of 5 year programme (IC3)
- Year 1 of GEP programme (JC2)
- Year 2 of GEP programme (IC2)

This is to facilitate transition to take over the role of Web-master in the subsequent year.

While no experience is required, the Assistant Web-master should have some familiarity with IT and web design. They are also a representative of the student body and ambassadors of RCSI, as the quality of their publications reflect the distinction of RCSI^{smj}. This is a competitive position that allows for progression within the RCSI^{smj}.

Note: student of all disciplines are encouraged to apply, regardless of experience.

Number of positions available: 1
