

EDTNA/ERCA Journal

EDTNA/ERCA Associate Journal Editor Job Description

Policy: 1.4.1.13.
Revised: 07/2026

Title: Associate Journal Editor.

Summary: The Principal function of the EDTNA/ERCA Associate Journal Editor is to support the Journal Editor in co-ordinating the production and publication of the EDTNA/ERCA Journal of Renal Care. At the end of the term it is anticipated that the Associate Editor will take over from the Editor and have full responsibility for the running of the Journal.

Responsible to: The Associate Journal Editor reports to the Journal Editor.

Appointed by: The Associate Journal Editor is appointed by the Journal Editor.

Term: The term of office is for a period of three (3) years from 1 September until 31 August with a maximum further three (3) years. The exact period should be agreed and declared at least 6 months before the end of the current term and agreed at the discretion of the Executive Committee. Notice of resignation is required at least 6 months in advance in writing.

Minimum Criteria: The Journal of Renal Care Associate Editor must:

- Be a current Member or Lifetime Member at the time of their appointment, and at all times during their term of office.
- Have a high level of writing and orally English
- Have the ability and approval to devote discretionary time to fulfil the obligations as the Associate Journal Editor. Please note that the workload is unevenly distributed. On average, approximately four hours per week should be available for the role, while periods of high activity may require more than eight hours per week.
- Have the ability to use modern office software and electronic mail including word processing, spreadsheet and graphic presentation applications (specifically Microsoft Word, Excel and PowerPoint).
- Have a PhD (essential) in healthcare.
- Have an active research experience with a solid publication record in peer-reviewed journals.
- Having served as a regular reviewer for academic journals.

Recommended Qualifications:

Ideal candidate qualifications should include:

- Correct use of the English language both written and spoken.
- Experience in the editing of a peer reviewed health care publication or related activity.
- Understanding of the publication processes, specifically related to editing, scientific terminology and proof reading.

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- Experience in administration and organisation as well as knowledge and skills in training and teaching.
- Excellent preparation in methodological research,
- Experience in research project management,
- Experience in use of social media (eg. X)
- Scientific publications in MEDLINE/CINAHL that have been cited in Web-of-science
- Be aware of the publication activities of related or similar specialised associations, educational and regulatory bodies and commercial organisations active in the kidney care field world-wide.
- Be prepared to train to use Research Exchange Review the on-line system for publications under the guidance of the Editor.
- Have an excellent understanding of kidney care issues on a European basis.
- Have attained a high professional status within kidney care discipline.
- Maintain a good relationship with the publishing house of EDTNA/ERCA.

Responsibilities

Duties:

The Journal of Renal Care Associate Editor will:

- Support the Editor in the Editorial process for the reviewing and selecting of papers submitted for publication in the Journal of Renal Care.
- Be responsible for advertising the Journal on social media (e.g. X) in collaboration with the Association management team
- Gradually take over the running of the Journal over a three year period, in order that the Associate Editor is able to fully take over the Editor's role at the end of the three years.

Rights:

- The Associate Editor's expenses for Editorial activities and Conference attendance will be met as per the Association's Finance Policies & Procedures. The Associate Editor will in the first year attend the Editorial Advisory Board (EAB) meeting via Zoom/MS Teams, the second year the Associate Editor attends the conference with fee and accommodation supported by EDTNA/ERCA, the third year will be fully supported by

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EDTNA/ERCA to consolidate the handover from the Editor, if this is agreed by both parties.

- The Association will provide fixed compensation (shared with the Editor) for the processing of each Journal issue. Compensation will be discussed with the Editor and increased during the three year term dependent on the amount of work taken from the Editor. Any tax liability is the responsibility of the Associate Editor.

Supervision and training

The Journal of Renal Care Associate Editor will:

- Be supervised by the Editor
- Receive training from the publishing house and the Editor on the Research Exchange Review system.
- Undergo a period of probation (usually six months-one year). During this time the Editor will provide feedback to the Associate Editor on his/her performance, and at the end of the period will recommend to the Executive Committee whether the Associate Editor should continue for another year.

Meetings:

The Journal Associate Editor is expected to meet the EAB and the Publication Chair of EDTNA/ERCA at the Annual Conference on the 3rd year at the latest in order to develop strategies concerning the Journal.