PREP Self-Assessment Commitment - *Editorial Board Member Responsibilities*

Develop and write up to 10 original questions and critiques per year.

**Adhere to question writing guidelines and processes.**
1. Meet all submission deadlines.
2. Revise content within 10 business days of the editors’ request (either before or after the peer-review meeting).
3. Work with AAP staff to find replacement media as requested.

**Attend all scheduled meetings.**
1. Annually, participate in two to four peer-review editorial board meetings, with a minimum of one meeting held at AAP Headquarters. (Virtual attendance is acceptable.)
2. Actively engage and provide meaningful feedback/input during peer review meetings.
3. Express concerns when commercial or personal bias may be present.

**Ongoing**
1. Advise staff when content is out-of-date, or a new policy statement/guideline requires a revision to PREP.
2. Revise text and address subscriber queries as requested.
3. Participate in the educational activity by answering the monthly/quarterly questions in the online PREP Self-Assessment. Provide feedback to staff.
4. Be accessible to editors and staff. Respond promptly to emails.

**Planning**
1. Help recruit new editorial board members.
2. Assist with topic planning; innovate for growth of the AAP PREP product line.

**Other**
1. Notify staff prior to scheduled vacations and prolonged absences.
3. Disclose financial relationships annually. Promptly alert staff of all new financial relationships with the manufacture of any commercial product, or provider of any commercial services, that produces markets, re-sells, or distributes healthcare goods or services consumed by, or used on, patients.
4. Editorial Board members who fulfill these obligations will receive a small stipend in recognition of their efforts.