## Responsibilities of *Pediatric Care Online* (PCO)

## Deputy Editor

The **Deputy Editor** serves as an Associate Editor and is also responsible for assisting the Editor in Chief with overseeing the Associate Editors and Medical Writers and the overall editorial content of *Pediatric Care Online* (PCO) and the *AAP Textbook of Pediatric Care*.

Editorial Responsibilities

* Keep the Editor in Chief informed of all significant developments relevant to review of content on PCO.
* Assist the Editor in Chief with establishing monthly editorial calendars for having content across the site reviewed. Help determine reviewers and deadlines, and follow-up with reviewers to adhere to schedules.
* Ensure that editors understand the need to balance fast turnaround with thorough and accurate peer review (when necessary) and work with Associate Editors to achieve those objectives.
* Provide primary scientific review of new and revised *Textbook of Pediatric Care* chapters and PCO content in assigned topic area(s), ensuring accuracy and currency of all medical information and consistency with AAP policy.
* Respond to requests for review of new and updated content by the due dates assigned.
* Recruit and supervise a team of volunteers (Medical Reviewers) to provide routine review of content: updating references, statistics, and other time-sensitive information.
* Work with AAP Publishing staff to shape potential print editions, including the overall *Textbook of Pediatric Care*, as well as excerpted spinoff volumes.
* Assist with recruiting authors, as needed, for new or revised content.
* Respond to editorial correspondence, as needed.
* Identify areas where content is missing or where updates are needed; propose new content.
* Help establish and enforce all site content policies, standards, and guidelines, and ensure they are being maintained; keep the Editor in Chief informed of all significant developments relevant to the site.
* Identify areas, including patient education and other features on PCO, where content is missing or where updates are needed; propose new topics/chapters and content in assigned topic area(s).
* Solicit advice, ideas, and opinions from colleagues regarding website policy, processes, direction, content, design, and functionality, and provide feedback.
* Keep abreast of competing sites, books, and other relevant resources; work with AAP staff to initiate new features and new and original content, and help plan the direction of PCO.
* Work with AAP staff and editors to set short- and long-term goals, objectives, and strategies for the site.

Additional responsibilities

* Collaborate with the Editor in Chief in the planning and oversight of the annual meeting of the Editorial Board, and for the 2 to 3 yearly conference calls.
* Fill in for the Editor in Chief when unavailable.
* Assist staff in soliciting feedback from AAP members regarding the content and utility of PCO.
* Promote the benefits and usage of PCO to colleagues and opinion-leaders when opportunities arise.
* Recommend qualified individuals to fill open positions on the Editorial Board.
* Notify PCO staff of vacation periods and other extended periods of non-availability.

Experience

* Five to 7 years scientific/technical editorial management
* Fellow of the AAP
* Board certified Medical Doctor or Doctor of Osteopathic Medicine

Term

* Three years with the option to renew for another three years.