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

## Associate Editor, Mental Health

The **Associate Editor,** **Mental Health** oversees related content for [*Pediatric Care Online*](https://publications.aap.org/pediatriccare) (PCO), reviews medical content, supervises routine review of content by Medical Reviewers, and contributes to the ongoing development of American Academy of Pediatrics (AAP) Point-of-Care Solutions.

Editorial Responsibilities

* Provide primary scientific review of new and revised PCO content in the topic area of mental health, ensuring accuracy and currency of all medical information and consistency with AAP policy.
* Respond to requests for review of new and updated mental health content by the due dates assigned.
* Recruit and supervise a team of volunteers (Medical Reviewers) to provide routine review of related content: updating references, statistics, and other time-sensitive information.
* Identify areas, including patient education, Forms & Tools, and other features on PCO, where related content is missing or where updates are needed; propose new topics/chapters and content in mental health.
* Assist with recruiting authors, as needed, for new or revised topics/chapters and content in mental health.
* Develop proposals for ancillary print and digital products.
* Based on expertise, review and provide feedback regularly on PCO processes, content, design, and functionality.

Additional Responsibilities

* Participate in the annual meeting of the Editorial Board (in person or virtual) and the 2 to 3 yearly conference calls.
* 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 PCO Editorial Board.
* Notify PCO staff of vacation periods and other extended periods of non-availability.

Terms

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

Experience

* Five to 7 years scientific/technical editorial management
* Fellow of the American Academy of Pediatrics
* Board certified medical doctor or doctor of osteopathic medicine