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

## Editorial Fellow

The major function of the **Editorial Fellow** is to assist Associate Editors in overseeing content in one or more assigned topic area(s) for *Pediatric Care Online* (PCO) and contribute to the ongoing development of AAP Solutions. This position is designed to enable residents, fellows, and early career physicians to experience the editorial workings of digital content and management.

Responsibilities

* Work with PCO Editorial Board members in all aspects of the editorial process/workflow of digital content.
* Solicit advice, ideas and opinions from peers and colleagues regarding digital content, direction, product, and design.
* Review and provide feedback on PCO processes, content, design, and functionality.
* Respond to requests for review of new and updated content by the due dates assigned.
* Identify areas where content is missing or where updates are needed; propose new topics/chapters and content.
* Assist with recruiting authors, as needed, for new or revised topics/chapters and content.
* Assist with developing proposals for ancillary print and digital products.

Additional Responsibilities

* Participate in quarterly editorial board conference calls.
* Bring ideas/recommendations on how PCO can better accommodate and be made aware to residents, fellows, and early career physicians in their daily routine.
* 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

* One 1-year term, with the possibility of appointment for 1 additional 1-year term, not to exceed 2 years, unless decided by the AAP.

Experience

* Residents, fellows, or early career physicians in the field of pediatrics.
* Fellow of the American Academy of Pediatrics
* Board certified Medical Doctor or Doctor of Osteopathic Medicine