

ASSOCIATION *of*
RHEUMATOLOGY
PROFESSIONALS
*The Interprofessional Division of the
American College of Rheumatology*

Fundamental Rheumatology Course: Scientific Editor Application

The Association of Rheumatology Professionals (ARP): The Interprofessional Division of the American College of Rheumatology, launched the Fundamental Rheumatology Course (FRC) on October 12, 2012 having 5 activities. In 2016 these activities were converted into 10 shorter activities. The FRC provides a flexible and affordable online learning opportunity designed as a self-paced, for people transitioning into a rheumatology practice, such as nurses, office nurses, licensed practical nurses, medical assistants, practice managers, office staff, or other new clinicians. Ten individual activities are designed to increase knowledge, competence, and performance in recognizing the signs and symptoms of common rheumatic diseases in patients. One activity specifically helps the learner navigate through insurance pre-authorization and funding for medications. The FRC is a unique resource to build a strong educational foundation in the rheumatic diseases while attaining continuing education credits.

Fundamental Rheumatology Courses 10 Activities

- Activity 1 - Overview of Rheumatic Disease in Adults
- Activity 2 - Overview of Rheumatic Disease in Children
- Activity 3 - Assessment and Management of the Adult with Rheumatic Disease
- Activity 4 - Management of Medications for the Adult with Rheumatic Disease
- Activity 5 - Consultation with Other Health Care Professionals in the Management of Adults with Rheumatic Disease
- Activity 6 - Assessment and Management of the Child with Rheumatic Disease
- Activity 7 - Management of Medications for the Child with Rheumatic Disease
- Activity 8 - Consultation with Other Health Care Professionals in the Management of the Child with Rheumatic Disease
- Activity 9 - Nursing Management of the Infusion Patient
- Activity 10 - Insurance Preauthorization and Funding for Medications

Brief Description of the Scientific Editor Position

The Scientific Editor works with a small editorial team, in addition to the eLearning Subcommittee, and will be tasked to manage revisions of the 10 activities and creation of two to three Rheumatology eBytes from selected FRC activities. eBytes are electronic learning activities intended to meet the need of professionals requiring a short (20-30 minutes) updated overview of a range of arthritis topics. This 3-year FRC Scientific Editor position offers the opportunity to revise available online learning activities with an emphasis on creativity, innovation and multimedia content.

Specific Responsibilities of the Editor

- Participate in the selection of an Associate Editor
- Chair a team comprised of an Associate Editor, a Managing Editor, and College staff
- Gain commitments from current authors and reviewers or recruit new authors and reviewers for FRC activities and Rheumatology eBytes
 - Secure content expert authors, within the first 3 months of term
 - Identify reviewers within a month of content due date
- Work effectively with all team members during the revision and creation of online learning regarding issues of style, content, design, and editing
- Maintain correspondence with authors and reviewers
- Serve as final content reviewer before placement on the FRC Learning Management System
- Be accountable to the eLearning Subcommittee who reports to the ARP Executive Committee
- Collaborate with other ARP Scientific Editors
- Have 10 revised FRC activities ready to be launched in the Fall of 2020

Job description of Associate Editor

- Serve under the direction of the FRC Scientific Editor
- Assist the Scientific Editor to recruit and gain commitments from current or new authors and reviewers for FRC activities as detailed above
- Work effectively with the Scientific Editor, authors, reviewers, Managing Editor, and College staff during the revision of the 10 FRC activities and creation of Rheumatology eBytes on all issues of style, content, design, and editing over 3 years (2019-2022)

- Maintain correspondence with authors and reviewers with cc to the Scientific Editor, Managing Editor and College staff as appropriate

Job description of Managing Editor

- Is contracted by the College to work with the Scientific and Associate Editor
- Tracks and coordinates uniformity during the entire process of FRC activities revision and Rheumatology eBytes creation. Copy edits completed FRC activities and Rheumatology eBytes to the ACR Information Systems Department for placement on the Learning Management System

Preferred Scientific Editor Qualifications

- Active member of ARP with established network of peers
- Extensive clinical experience as a rheumatology professional
- Editorial and/or reviewer experience
- Experience in writing scientific and/or educational publications
- Knowledge and understanding of the clinical issues in rheumatic diseases
- Recognized expertise in arthritis and rheumatic diseases
- Experience in educational instruction including online education platforms and software, curriculum development, and rheumatology clinical training
- Excellent leadership, communication, organization, time management, and interpersonal skills
- Ability to manage large projects with time-sensitive deadlines
- High level of initiative, maturity and creativity
- Ability to commit to a 3-year appointment March 18, 2019 to March 17, 2022
- Have flexibility in work hours to accommodate the inherent product development variability

Honoraria

The Scientific Editor honorarium is \$5000 per year

Scientific Editor Application

Provide your curriculum vitae and a cover letter addressing the information requested below.

- Name, credentials, title, and institution/organization
- Address, phone number, and e-mail address

- Education and training as a professional, addressing clinical experience and expertise in arthritis and rheumatic diseases
- Experience in course and curriculum development including skill sets and other qualifications to serve as the FRC Scientific Editor
- Experience in leading and managing a large project with time-sensitive deadlines
- Experience in online learning activities
- Provide a letter of reference supporting your ability to serve as the FRC Scientific Editor
- Show support from your institution/organization allowing you flexibility to adjust your schedule to fulfill the responsibilities of the FRC Scientific Editor is estimated to vary from 3 hours to an occasional 20 hours per week
- If appropriate, provide a letter from your institution, department chair, etc., confirming that there would be no institutional overhead charged for serving as the FRC Scientific Editor

The completed application with all supporting documents must be received no later than **February 28, 2019**. Selected applicants will be interviewed by conference call(s). The eLearning Subcommittee will recommend candidates to the ARP Executive Committee, which will appoint the FRC Scientific Editor by March 29, 2019

Please submit your application to:

Tami Brehm, Executive Director
Association of Rheumatology Professionals
2200 Lake Boulevard, NE
Atlanta, GA 30319
Electronic submission to ARPEDU@rheumatology.org
Tel 404/633-3777