



Position Search Announcement for EDITOR-IN-CHIEF,
The Canadian Journal of Infection Control (CJIC)
The official journal of Infection Prevention and Control Canada (IPAC Canada)

It is with regret the Board of Directors, IPAC Canada, has accepted the resignation of Victoria Williams as Editor-in-Chief. Victoria is nationally recognized for her expertise in the practice of infection prevention and control and her ability to identify and build on the assets that will move our publication forward. We are now actively seeking a successor.

There are four issues of the journal published annually. This position requires an average of four to six hours per week to accomplish the task. The individual seeking this position should have at least five years of current infection prevention and control experience as well as CIC® certification. Previous experience producing, reviewing or authoring manuscripts is a definite asset. The individual seeking this position should be self-motivated and organized with excellent verbal and written communication skills. Knowledge of Excel and Word is essential. In addition, the incumbent should be familiar with the guidelines and focus on the initiative to be indexed by PubMed.

The Editor-in-Chief is responsible for coordinating the review of submitted manuscripts, and the finalization of publication agreements, as well as review of final revised manuscripts and submission of final manuscripts to the publisher. The Editor-in-Chief is assisted by the Associate Editor-in-Chief (Devon Metcalf) who communicates with the lead author regarding the status of articles and/or revisions. The Editor-in-Chief also works closely with the publisher (Craig Kelman and Associates) for scheduling and placement of final manuscripts and may be required to view and provide feedback on some advertising content. The Editor-in-Chief also chairs regular CJIC Editorial Board meeting by teleconference as well as in person at the annual conference. Editorial board membership and recruitment are the responsibility of the Editor-in-Chief with approval by the Board of Directors.

This is a volunteer position with a small monthly honorarium. An annual budget will enable the Editor-in-Chief to attend the annual IPAC Canada conference as well as other conferences that will provide opportunity for solicitation of manuscripts. Membership in the Council of Science Editors is provided. The new Editor-in-Chief will assume full responsibilities effective December 1, 2020. However, the appointee will work with the current Editor-in-Chief in the development of the spring 2021 issue of CJIC. Please see policies 16.20-16.60 and 17.10 for Terms of Reference and other information.

Members of IPAC Canada who are interested in this challenging responsibility and rewarding opportunity in editorship are urged to submit their covering letter and curriculum vitae to IPAC Canada to be received no later than **November 1, 2020**. Please forward by email to info@ipac-canada.org.

For more information, contact:

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