

Job Posting

About the CFPC

Representing more than 38,000 members across the country, the College of Family Physicians of Canada (CFPC) is the professional organization responsible for establishing standards for the training, certification and lifelong education of family physicians and for advocating on behalf of the specialty of family medicine, family physicians and their patients. The CFPC accredits postgraduate family medicine training in Canada's 17 medical schools.

Our Mission: Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

Our Vision: Leading family medicine. Improving lives.

Our Values: Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

We are recruiting for a Medical Manuscript Editor

Posting #:	2020-08
Department:	Canadian Family Physician
Division:	Member and External Relations
Reports to:	Editorial Manager
Classification:	Support Staff
Status:	Permanent
Job Family:	Professional Knowledge Worker
*FTE:	1.0
Level:	4

Summary:

The Medical Manuscript Editor works with authors of scientific articles and edits manuscripts to produce flawless copy ready for publication in *Canadian Family Physician*.

Responsibilities:

Essential Duties include:

- Substantively edit manuscripts for the journal to apply the rigorous standards of scientific publication, reference citation, medical publishing format, and accepted style conventions
- Determine the degree of editorial intervention required and manage the editorial life cycle of assigned manuscripts
- Identify quality, integrity, and content issues with manuscripts
- Ensure that journal content is of the highest quality in terms of accuracy, clarity, usefulness, readability, consistency, and appeal
- Communicate with physician authors; help them sort through clarity issues and inconsistencies within manuscripts; collect required elements for publication (e.g., permissions, tables, copyrights, etc.); demonstrate tact and excellent judgment
- Format manuscripts to house style and AMA style, using Adobe InCopy
- Write titles, subheads, and key points for articles
- Review presented statistical data and identify errors
- Perform second edits on manuscripts completed by members of the editorial team
- Generate and send galley proofs to authors; track and insert authors' changes
- Proofread and copy edit page proofs, ensuring that the text is error free, page numbers correspond to impositions, and all article elements (running heads, colours, etc.) are correct
- Provide backup within the editorial department during the Managing Editor's absences and periods of staff turnover
- Perform other functions when required (e.g., contribute to cover projects, manage *CFP* Twitter account, research and write materials)

Related Duties:

- Provide excellence in member and customer service
- Ensure effective and professional communications with all internal/external contacts
- Develop and maintain collaborative relationships at all levels of the organization in order to build trust and confidence in the services provided
- Participate with the onboarding of new team members as required
- Support the team and work with colleagues to ensure department needs are met including absence coverage

- Work in accordance with all CFPC policies, procedures and processes, and federal and provincial legislation
- Work in accordance with all health and safety requirements
- Demonstrate behaviours that align with the CFPC Values
- Demonstrate competencies aligned with the CFPC Competency Framework
- Participate on CFPC staff committees or working groups and other related projects as required

Requirements:

- University degree in English or a scientific discipline (or equivalent combination of education and experience)
- Minimum of 5 years' relevant experience
- Publishing certificate or certification from Editors Canada or the American Medical Writers Association are assets
- Superb English-language and editorial skills
- Strong understanding of scientific and medical content and knowledge of statistics; ability to interpret clinical and scientific data
- Outstanding attention to detail
- Project management skills and experience and excellent time management
- High level of diplomacy, excellent judgment, and strong problem-solving skills
- Ability to articulate the reasons for needed editorial intervention to authors
- Superior computer skills, including Microsoft office applications, InCopy, and eXtyles
- Ability to work independently and as a member of the team
- Strong verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English; French-language skills are an asset

Working Conditions:

- 8:00 a.m. – 4:00 p.m. *or* 8:30 a.m. – 4:30 p.m. *or* 9:00 a.m. – 5:00 p.m. Monday to Friday
- Office environment
- Flexibility to work overtime at peak times may be required
- Occasional travel may be required

**If you share our passion, and are committed to living our CFPC Values
please submit a cover letter and your résumé referencing the posting #2020-08 by April 3, 2020 to: careers@cfpc.ca**

The CFPC is committed to fostering a healthy and positive work environment. In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code*, The CFPC encourages applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. If selected to participate in the recruitment and selection process, please inform Human Resources of any accommodation(s) that you may require to ensure your equal participation.

We thank all those who apply but only those selected for further consideration will be contacted.

*Full-Time Equivalent

