

## ***Journal for Healthcare Quality (JHQ) Editorial Board***

The *JHQ* Editorial Board is convened to provide specialized expertise aligning with the Intelligence Point of Arrival: ***NAHQ's Research is recognized by a variety of stakeholders as THE trusted resource on workforce competencies for quality.***

Reports to the *JHQ* Editor-in-Chief, the *JHQ* Editorial Board oversees the development and distribution of NAHQ's peer-reviewed Journal.

### **Charge**

The *JHQ* Editorial Board reviews, approves, and carries out its objectives consistent with the *JHQ* strategic plan, as endorsed by the NAHQ President and the Board of Directors.

Additionally, Editorial Board members fulfill their editorial duties in keeping with the policies and procedures of the *Journal for Healthcare Quality*, which are consistent with [Committee on Publication Ethics \(COPE\) guidelines](#).

### **Structure**

Members of the *JHQ* Editorial Board include:

- The *JHQ* Editor-in-Chief, who also serves as an appointed member of the NAHQ Intelligence Strategic Advisory Counsel.
- The Associate Editors of the *JHQ*.
- 4 - 6 additional, contributing members.
- NAHQ's Director of Education serving as the staff liaison.

### **Responsibilities**

Responsibilities of *JHQ* Editorial Board Members include the following:

- Serve as peer reviewer for papers as requested, providing constructive insight on enhancing the value of *JHQ*, reviewing manuscripts, and helping select the Impact Article of the Year.
- Accept and complete assignments on a timely basis per *JHQ* guidelines.
- Actively encourage potential authors to contribute to the *JHQ*.
- Provide regular input on the overall development, direction and strategy of *JHQ* to the *JHQ* Editor-in-Chief.
- Participate in regular *JHQ* Editorial Board conference calls held bi-annually.
- Assist the *JHQ* Editor-in-Chief in identifying relevant ways in which to promote the *JHQ*.
- Actively encourage personal and institutional subscriptions to the *JHQ*.

## **Qualifications**

*JHQ* Editorial Board members must meet the following qualifications to serve:

### ***Required***

- Experience as a peer reviewer and author for a scholarly journal
- Proficient knowledge of technology to review articles through the online system
- Deep knowledge of healthcare and healthcare quality and known expertise in the field
- Graduate level education
- Recognized thought leader in healthcare and healthcare quality

### ***Preferred***

- Member of NAHQ or willingness to become a NAHQ Member
- CPHQ credential holder

## **Terms**

Three years of volunteer service with the option to renew as mutually decided upon.

## **Leadership**

The *JHQ* Editor-in-Chief serves as the convener of the *JHQ* Editorial Board; working closely with NAHQ staff, the *JHQ* Editor-in-Chief is responsible for governance processes and tasks including:

- Planning and facilitating two (bi-annual) meetings.
- Guiding the *JHQ* Editorial Board in meeting its charge and fulfilling its responsibilities.
- Providing guidance and feedback to *JHQ* Associate Editors.
- Serving as a member of the Intelligence Strategic Advisory Committee and providing regular updates for the *JHQ*.
- Working with the staff, members of the Intelligence Strategic Advisory Committee and the President of the Board to identify and assess potential new *JQH* Editorial Board members, peer reviewers, and *JHQ* Associate Editors.
- Ensuring opportunities for self-assessment by conducting regular surveys to improve performance as a team.
- Providing regular updates and making recommendations to the Board of Directors on behalf of the *JHQ* Editorial Board.

## **Staff Support**

The primary staff liaison to the *JHQ* Editorial Board is NAHQ's Director of Education. The staff liaison works closely with the *JHQ* Editor-in-Chief to ensure that the *JHQ* Editorial Board has the information and support it requires to fulfill its duties.

Specifically, the staff liaison is responsible for:

- Working closely with the *JHQ* Editor-in-Chief to develop a meeting schedule and meeting agendas.
- Ensuring the *JHQ* Editorial Board members have the information they need to be well prepared for meetings.
- Ensuring that the *JHQ* Editor-in-Chief and all teams under its structure have a clear understanding of their charge and the information and staff support required to fulfill their responsibilities to the association.
- Keeping *JHQ* Editorial Board members informed in between meetings as required.
- Supporting the member selection process and orientation of new *JHQ* Editorial Board members.
- Drafting updates to the Intelligence Strategic Advisory Council on behalf of the *JHQ* Editor-in-Chief.
- Providing administrative support for the work of the *JHQ* support teams.

## **Estimated Number of Meetings & Time Commitment**

It is recommended that the *JHQ* Editorial board have bi-annual conference calls. Including meeting preparation and participation and assignments, it is estimated that members will spend Up to 10 hours, annually, on peer review activities.

## **Confidentiality & Conflict of Interest**

- All volunteers are required to complete and sign copyright assignment and confidentiality agreements, and some volunteers will sign conflict of interest disclosure forms prior to beginning work on any NAHQ projects and/or commissions and teams.
- Conflict of interest disclosures will be made at the beginning of each year, and subsequently should be disclosed throughout the year if additional conflicts arise.
- All work conducted on behalf of NAHQ through a project and/or work on a commission or team, shall be deemed "work made for hire" (as defined by the federal Copyright Act, 17 U.S.C. Section 101 et seq.) and therefore NAHQ shall be the author of the work product and shall be the exclusive owner of all copyright, title, and interest in and to the work.
- A variety of confidential information will be shared with volunteers throughout the course of their engagement with NAHQ. All information, data, meetings, discussion, deliberations and decisions, and all materials provided in connection with the volunteer engagements that is

known to be or reasonably should be known to be confidential, shall be maintained confidentially.