



Canadian Association of Nurses in Oncology
Association canadienne des infirmières en oncologie

CANADIAN ONCOLOGY NURSING JOURNAL

EDITOR-IN-CHIEF

I. QUALIFICATIONS

- active member in CANO/ACIO
- RN practicing in the field of oncology nursing
- broad general knowledge in oncology nursing and/or palliative care nursing
- good writing skills and verbal communication skills
- ability to critique the writing of others
- bilingual in English and French or at least has working knowledge of both languages
- creative
- able to assess and respond to the publication's target audience
- graduate school preparation in nursing, research methodology, and/or journalism is an asset

II. TERM

- appointed by CANO/ACIO Board of Directors and reviewed annually
- a term of three year renewable once is desirable to ensure publication continuity

III. RESPONSIBILITIES

- acts as a spokesperson and public relations officer for CONJ
- conducts general correspondence on behalf of CONJ
- provides leadership in selection, guidance, and organization of Review and Editorial Boards (updated annually)
- initiates and chairs an Editorial Board meeting annually and as needed
- starts initiatives to assess and monitor the quality of the publication and readership satisfaction
- with the Editorial Board, and the Treasurer of CANO/ACIO submits an annual budget for the publication
- oversees the accumulation of materials, design, layout, production, and mailing of the publication four times per year
- corrects (or delegates) the galleys of the publication before printing
- oversees the translation of all materials into French or English



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- oversees the tendering process for selecting publisher, printer, and translator
- contracts with publisher and/or printer for services to the publication
- monitors the quality of the services contracted
- promotes the publication to potential writers and subscribers
- attracts scholarly papers of high calibre on appropriate topics
- provides for the organization and system of peer review for manuscripts
- conveys decisions about manuscripts to writers
- acts as a resource to writers
- acts as a resource to reviewers
- assists in attracting appropriate advertising to the publication
- interacts with sponsors and advertisers to foster mutually satisfactory arrangements
- oversees updating of the mailing list of members, institutional subscribers, and complimentary addresses
- interacts with the management service to facilitate mailings of CONJ and inclusion of additional mailings, e.g., conference brochures, with the journal mailings
- communicates regularly with CANO/ACIO Treasurer
- liaises with CANO/ACIO Board of Directors on an ad hoc basis regarding operational issues
- interacts with CANO/ACIO Board of Directors to maximize the usefulness of the publication as an Association communication tool
- reports semi-annually to CANO/ACIO Board of Directors
- reports annually to CANO/ACIO membership
- The CONJ Editor in Chief is a full participating member of the CANO/ACIO Board of Directors