Call for Letters of Interest for new Editor-in-Chief of the
Journal for the Association for Vascular Access (JAVA)
July 2022

Summary
The Association for Vascular Access (AVA) seeks an Editor-in-Chief (EIC) for its peer-reviewed Journal for the Association for Vascular Access (JAVA). The journal is published in print and digital formats every quarter with multi-disciplinary readership reaching a broad audience of vascular access clinical specialists.

This is a two-year contract (1099) position, and it is preferred that the EIC start with the JAVA Winter 2022 issue, 27(4). The transition from our interim EIC and AVA staff is expected to occur in the fourth quarter 2022. The journal is self-published. The contract publisher is Allen Press.

The JAVA EIC serves in collaboration with and reports to the AVA Executive(s) to ensure the operational and strategic goals of both the publication and organization are achieved. The EIC is the principal architect of JAVA’s content and must be active in seeking the best research, clinical, and healthcare administration manuscripts relating to vascular access. The EIC works directly with the editorial and production staff of the publisher and AVA advertising salesperson to ensure adherence to the quarterly production schedule.

Letters of interest must be submitted by Sept. 30, 2022 but may be accepted later upon request to the AVA Executive(s). Letters of interest will be reviewed by an AVA task force and AVA Executive(s) until an EIC is named by the AVA Executive(s) in consultation with the AVA president.

Candidates should address the qualifications detailed in this notice and provide a list of publications on which you have worked, list of published articles, and a detailed CV as support. Final EIC qualifications and duties are subject to change during this process and beyond. Candidates cannot be a full-time or part-time employee of medical device and similar industry companies; independent contractors may be considered.

Please submit your letter of interest and other documents to Tonya Hutchison (COO), thutchison@avainfo.org by September 30, 2022.

The Association for Vascular Access (AVA) is a leading multidisciplinary organization working to support and promote the specialty of vascular access. Founded in 1985 and with more than 3,000 members, AVA along with the AVA Foundation promote best practices, research, and patient safety, provide professional and public education to shape practice, and support the VA community with evidence-based resources. The Association partners with device manufacturing community to bring evidence-based innovations to the specialty. Please visit avainfo.org for more information. AVA is a 501(c)(6) and AVA Foundation is 501(c)(3) nonprofit organizations as determined by the IRS.
Qualifications:

1. Advanced degree in nursing, medicine, public health, or post-secondary education.
2. Current holder of VA-BC™ certification unless in education field. Those with a non-clinical specialty must be willing to gain the Vascular Access Industry Partner™ Certificate Program provided by VACC within six months of hire.
3. Practicing clinician, clinical educator and/or employed university-level educator, or current appointment to an accredited university.
4. Demonstrated expertise in the vascular access field.
5. Demonstrated expertise in research methods that may be applied to subject matter of JAVA.
6. Demonstrated experience in management of manuscript submission, peer reviewer tracking, editing and utilization of related software (currently Peer Track and Pinnacle Support).
7. Demonstrated experience working with authors during the pre-submission, submission, peer review, production editing, and approval processes.
8. Extensive professional network of health science authors and researchers in clinical and other specialties and professions as noted in above summary. Experience is desirable in evaluation of business cases and post-licensure education/qualifications.
9. Ability to work collaboratively with editorial advisory board, contract publisher and AVA editorial/advertising staffs.
10. Experience or exposure with how to develop and produce themed issues.
11. Knowledge of scientific journal indexing; JAVA has a goal to be indexed within the next five years.
12. Candidates cannot be a full-time or part-time employee of medical device and similar industry companies; independent contractors may be considered.
13. Excellent communications skills.
14. Must pass a criminal background and credential verification checks.

Compensation:

1. $25,000 annual stipend paid as a 1099; stipend to be divided equally and paid quarterly.
2. Complimentary registration and travel/hotel to AVASM annual meeting (does not include food/beverage and incidentals).
3. $500 annual allowance to attend related conference(s) to generate interest in manuscript submissions. Expense must be approved by AVA Executive(s) prior to registration.
4. Complimentary access to AVA and publisher software systems and other tools such as Zoom.
5. Complimentary AVA membership.

Editorial and production duties:

1. Work to promote JAVA to the vascular access community, important stakeholder (i.e., infection prevention, etc.) and related nursing, medical, respiratory, and scientific communities.
2. Actively identify manuscripts from leading thought leaders, researchers, and others to facilitate the publication of breakthrough and innovative science, uncover themes, storylines and trends within the vascular access industry and convert them into publishable content.
3. Manage peer-review tracking of manuscripts and collaborate with authors and peer reviewers
4. Work with publishing and AVA staff
5. Work with advertising sales staff, which includes supplying an article synopsis for each issue to the sales staff
6. Ensures correct placement of advertising in each issue, per instructions from sales staff
7. Write editor-in-chief column for each issue
8. Makes manuscript acceptance or revision recommendations based on reviewer input
9. Review and approve proofs submitted by composing room prior to publication production
10. Ensure adherence to production timeline
11. Checks final corrected proofs prior to publishing
12. Ensure intellectual integrity of manuscripts through plagiarism software
13. Recruit and retain active editorial advisory board
14. Recruit and retain manuscript reviewers
15. Organize and conduct semi-annual editorial advisory board virtual meetings
16. Chose CE article and work with staff to ensure it is added to AVA Academy; work with author to develop 3-5 learning objections and CE test according to guidelines

Administrative duties:

17. Annual report to AVA Executive(s) and Board of Directors
18. Works in a consultative approach with AVA Executive(s) to suggesting innovations and improvements
19. Respond to advertising and institutional subscription queries by handing off to correct person
20. In conjunction with AVA Executive(s), determine print order quantity, and ensure current member/subscriber/one-off reader mailing list is delivered to publisher for timely distribution
21. Reviews and ensures manuscript guidelines are current
22. Work in conjunction with AVA Executive(s) to develop and implement marketing objectives and strategies to attract authors and drive the value of the journal
23. Attends annual AVA Scientific Meeting and provides support at the AVA booth during the conference

Additional duties:

24. Self-starter with the ability to work independently and remotely
25. Exceptional grammar, writing, editing and similar skills and attention to detail
26. Strong PC skills in MS Office (Word, PowerPoint, Excel, and Outlook)
27. Ability to help promote JAVA via social media