

NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Job Description CJEN Editor
Number of Pages	1
Approval Date	February 2016
Past Revision Dates	November 2014
Next Revision Date	November 2018

JOB DUTIES

1. Under the direction of the NENA Board of Directors, assumes responsibility for publication of the official journal of NENA, the Canadian Journal of Emergency Nursing (CJEN).
2. Recognizes that CJEN is the premier print forum for promoting excellence in Emergency Nursing in Canada and selects content on that basis. Accepts or rejects submissions for publication in accordance with this premise.
3. Ensures production of CJEN twice per year, but may add additional editions at the direction of the NENA Board of Directors.
4. Maintains professional standards when considering content and design of the CJEN.
5. Determines sections or columns as appropriate and selects Section Editors, Columnists and other feature contributors as necessary for the successful publication of CJEN.
6. Seeks to recognize the diversity of Emergency Nursing in Canada by requesting submissions related to all areas of nursing care related to Emergency Nursing.
7. Liaises with the NENA Board, CJEN Publisher, Provincial Directors, CJEN Section Editors and the Website Coordinator.
8. Encourages members/non-members to submit emergency related articles for publication.
9. Assists regional and national Conference Committee with promotion and publicity for NENA and associated group events.
10. Sends timely reminders and guidelines to provincial directors for reports of activities within their provinces prior to each publication.
11. Acts as contact resource for NENA members, committees and external stakeholders for CJEN.
12. Collaborates with the website coordinator to ensure that current mailing labels are supplied as required for distribution of CJEN.
13. Responsible for ensuring that advertising is solicited.
14. Ensures that all invoices for the production of CJEN are correct and submitted to the NENA financial administrator for payment.
15. Prepares and circulates CJEN to association members and the following distribution list: CNA Library, NENA Archives, advertisers, Provincial Affiliates, EBSCO, International Journal of Emergency Nursing, non-member authors and others as directed by the NENA Executive.
16. Develops contingency plan for undeliverable copies of CJEN.
17. Term of office – begins July 1 the year of appointment. Length of term set by NENA Executive.
18. When invited, attends NENA Board meetings, both in-person and teleconference. Attends AGM and National Conference.