

### Role Description

	<p style="text-align: center;"><b>Deputy Editor (Medical Engineering and Physics Journal) for which an Honorarium will be paid</b></p>
<p><b>Term of Office</b></p>	<p>3 years with the possibility of extending for one or two further terms of 3 years.</p>
<p><b>Examples of work</b></p>	<ul style="list-style-type: none"> <li>• You will be responsible for actively soliciting high quality Special Issues for publication in both Medical Engineering and Physics and IPEM-Translation, comprising topical articles written by key opinion leaders to engage the readership and raise the impact of the Journals. You will have ultimate responsibility for the selection and supervision of Guest Editors of such Special Issues and will work with the Guest Editors and with the Publisher to ensure Special Issues are published in a timely fashion. You will liaise with the Editors-in-Chief and with IPEM to ensure Special Issues are consistent both with the Aims and Scope of the Journals and with IPEM's research interests. To this end, you would be appointed as an ordinary member of the IPEM-Translation Board.</li> <li>• While your focus will be on Special Issues, you will also work with the Editor-in-Chief to help ensure that enough articles are submitted to the Publisher sufficient to publish 12 issues of MEP annually, according to the schedule determined by the Publisher.</li> <li>• You will work alongside IPEM, the Publisher and the Editor-in-Chief to review and modify MEP's strategic goals with the aim of continuously improving the Journal's standards and reputation.</li> <li>• You will work with the Publisher and Editor-in-Chief to redefine the Aims and Scope and editorial policy of MEP if and when necessary due to developments in the scientific discipline</li> <li>• For any submissions that you handle, and working with the Publisher's Editorial Office, you will be responsible for the peer review process of those submissions. This includes ensuring: <ul style="list-style-type: none"> <li>○ high scientific standards of accepted manuscripts. Taking reasonable efforts to ensure that published papers and their authors abide by scientific standards for integrity and objectivity, do not infringe the proprietary rights of others, do not defame others, and do not cause damage or harm to persons or property or to the good reputation of the Journal;</li> <li>○ high standards of editorial practice. Efficient, timely and confidential coordination of editing, refereeing, submission for production and communications with authors. Ensuring conformity with the Journal's Editorial Policies;</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ resolution of any problems encountered during the peer review process and responding to queries from authors during the process, as forwarded by the Editorial Office.</li> <li>● In collaboration with the Publisher and Editors-in-Chief, you will reasonably assist and facilitate authors in the resubmission of rejected papers to other Elsevier journals (provided the papers are scientifically appropriate). You will have the choice to suggest rejection of an article completely (if it is not suitable for publication in the Journal or any other Elsevier journal), or suggest reject and cascade (if it is not suitable for the Journal but could be considered for other Elsevier journals with appropriate aims /scope). (Note that the ultimate responsibility for rejecting an article lies with the Editors-in-Chief.)</li> <li>● You will help promote both Journals at relevant regional, national, and international conferences where you may be asked to present Journal workshops aimed at promoting the Journals to early career researchers.</li> <li>● You will support the Editors-in-Chief at annual Editorial Board meetings, at the annual strategic review meetings with the IPEM leadership team and the Publisher, usually held either at the IPEM offices in York or at the Publisher’s offices in London, and, if necessary, at other IPEM meetings, such as the annual MPEC meeting, whether in person or via teleconference.</li> </ul>
<b>Time Commitment</b>	A few hours per week on average.
<b>Support available</b>	The Deputy Editor will work closely with the Editor and support staff at Elsevier who publish MEP on behalf of IPEM.
<b>Where does this role fit in?</b>	<p><i>Medical Engineering &amp; Physics</i> provides a forum for the publication of the latest developments in <b>biomedical engineering</b>, and reflects the essential multidisciplinary nature of the subject. The journal publishes in-depth critical reviews, scientific papers and technical notes. Our focus encompasses the application of the basic principles of <b>physics</b> and <b>engineering</b> to the development of <b>medical devices</b> and <b>technology</b>, with the ultimate aim of producing improvements in the quality of health care. Topics covered include biomechanics, biomaterials, mechanobiology, rehabilitation engineering, biomedical signal processing and medical device development. <i>Medical Engineering &amp; Physics</i> aims to keep both engineers and clinicians abreast of the latest applications of technology to health care.</p>
<b>Why volunteer?</b>	<ul style="list-style-type: none"> <li>● The opportunity to influence the direction of the Journal</li> <li>● The satisfaction of “giving back” your knowledge, expertise and experience to support one of the Institute’s official journals</li> <li>● The chance to network with colleagues and share good practice</li> </ul>

### Eligibility Requirements

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Experience	Previous journal experience as an active Board Member and/or editor and/or guest editor of Special Issues would be ideal.
Skills and Attributes	Ability to identify “hot” topics and key opinion leaders within those topics who can contribute to SI; ability to work with a network of contacts within IPEM and externally in order to pull SIs together; experience of EM useful but not essential since training will be provided.

November 2022