



Future Healthcare Journal

Terms of reference for editorial board members

Journal mission

Future Healthcare Journal (FHJ) is an open-access, peer-reviewed journal that serves as a multidisciplinary forum for discussions on process and system change, aiming to improve patient care and management. *FHJ* aims to shape future healthcare systems through sustainable healthcare transformation by featuring expert insights and contributions from the healthcare community, emphasising progress and innovation. For further information visit: [Future Healthcare Journal | ScienceDirect.com by Elsevier](#)

Purpose

The members of the editorial board advise the editor-in-chief (EiC) and editorial staff on all matters relating to *FHJ*'s content, editorial direction and peer review process. They are expected to contribute substantively to the success of the journal.

Membership

Membership of the editorial board is for an initial 2-year term, renewable up to 6 years' service in total subject to confirmation and mutual agreement.

Status of committee

The *FHJ* editorial board operates as a working group and reports to the EiC. It is not authorised to make decisions outside the scope of these terms of reference.

Confidentiality and conflicts of interest

Board members must declare any conflict of interest to the EiC both at appointment and on an ongoing basis as they arise.

Minimum expectations for AEs

- To attend a minimum of two editorial board meetings per year, contributing to discussions and giving feedback to the EiC.
- To complete and certify evidence of [COPE ethics training](#) at appointment and undergo subsequent further training as deemed necessary by the Board.
- To accept the invitation from the EiC to handle manuscript assignments unless there is a clear reason to the contrary, such as a conflict of interest.
- When assigned a new manuscript, to initially invite at least 10 reviewers within 2 weeks of receipt, thereafter following up with further invitations as necessary until two complete reviews of an acceptable standard have been received.

- Where a second review has not been achieved within 2 months of manuscript assignment, to proceed to act as the second formal reviewer for the paper to avoid further delay and then to make a recommendation to the EiC.
- To participate in the *FHJ* WhatsApp group in helping to provide second reviews when required and giving advice on *FHJ* matters to the wider *FHJ* team including the EiC.
- To maintain a profile on LinkedIn and create at least one post for each *FHJ* quarterly issue to publicise journal content and generate discussion.
- To provide insight and perspective from their particular profession or area of interest within healthcare to help inform the journal's mission and scope.
- To raise the journal's profile among the institutions and professional communities in which they are active.

Encouraged activities

- To contribute articles for consideration for publication in *FHJ* or its sister journal *Clinical Medicine*.
- To volunteer to act as a guest editor for themed content in future issues.
- To contribute to a rota of regular contributions on *FHJ* and RCP social media channels.
- Where appropriate, to act as a mentor for less experienced board members and to encourage their development.

AEs who fail to meet the minimum expected standards over a 2-year period may be removed from the board.

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