

# LabTestsOnlineUK

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## Managing Editor

Last reviewed: June 2024

To be reviewed: June 2026

### Purpose of the Role

The role of the Managing Editor is to ensure the content of LabTestsOnlineUK meets the needs of the audience. This includes identifying subject matter experts, assigning content creation and review tasks to writers and reviewers and ensuring regular review cycles are completed within defined timescales.

### Responsibilities

- Agree and document the editorial roles and responsibilities
- Appoint a Deputy Managing Editor
- Recruit reviewers with relevant specialist clinical and editorial skills
- Liaise with LTO's Patient Advocate to ensure content is written appropriately for the audience
- Work with the staff team to ensure editorial procedures are in place to provide up to date, accurate, peer reviewed quality content for the site.
- Work with the staff team to ensure regular review cycles are completed within defined timescales
- Work with the staff team to ensure the editorial content responds to analytic reports, user feedback and is in keeping with the Association for Laboratory Medicine's style guidelines
- Liaise with the Association for Laboratory Medicine's Green Champions and Equality, Diversity and Inclusion (EDI) Champions
- Provide regular reports on the status of the content and reviews to the LabTestOnlineUK board

### Support

- Sharepoint folder with relevant LTO guidelines
- Support from the Association's Publishing Manager
- Support from IBMS and RCPATH board members to recruit reviewers and editors

### Person specification

- Member of the Association for Laboratory Medicine, IBMS or RCPATH
- Post HCPC registration experience and full FRCPath
- Share Association for Laboratory Medicine values

### Term for the role

3 years (with a 3 year extension of the term to be approved by the Chair)

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Produced by:

