

TRANSPLANT JOURNAL of AUSTRALASIA
The official Journal of the Transplant Nurses' Association

EDITORIAL BOARD

The Transplant Nurses' Association (TNA) is a professional forum that develops and publishes the Transplant Journal of Australasia (TJA). Three journals are published and distributed to members of the TNA, Australasian Transplant Coordinators' Association (ATCA) and other journal subscribers, per year. The Editorial Board consists of nine members (inclusive of the Editor), TNA Secretariat and ATCA representative, with a commitment to promoting best practice in organ and tissue donation and transplantation.

Philosophy

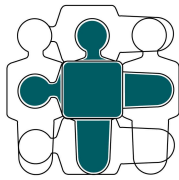
The TJA Editorial Board supports the concept that education, research and publication is fundamental to the advancement of transplant professionals. Published articles direct transplant professionals to incorporate the principles of research into practice, to have an evidence-based approach to the provision of care and to critically review their professional practice.

The Editorial Board ensures that the TJA provides transplant professionals with an informative and relevant journal in accordance with good professional and ethical practice. The Editorial Board works within the guidelines of the Action Plan of the Transplant Nurses' Association.

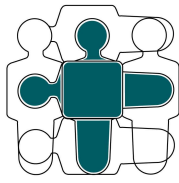
TERMS OF REFERENCE

Name: TJA Editorial Board
Reviewed: August 2013 (Created 2002, Revised 2008, 2012)

<p><u>Reporting structure:</u></p> <p><u>Goals and objectives:</u></p> <p>Goal 1: To develop and publish the TJA three times per year for distribution to TNA and ATCA members and other subscribers.</p> <p>Goal 2: The Board will enhance the capacity of transplant professionals to provide evidence-based practice.</p>	<p>The Board reports to the Editor. The Editor reports to the TNA National Executive.</p> <p>Objectives</p> <ul style="list-style-type: none">▪ To provide peer review of manuscripts and commit to deadlines;▪ Editorial Board member to write a minimum of one manuscript for publication in the TJA during a 2 year term;▪ To assist with proofreading as required. <p>Objectives</p> <ul style="list-style-type: none">▪ To source papers for publication and promote the TJA as a valuable resource to transplant health care professionals;▪ To encourage and assist novice authors in writing for publication.
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<p>Goal 3: The Board will establish and maintain effective communication through the network and the TNA website.</p> <p>Goal 4: The Board will commit to the ongoing development of the TJA.</p> <p>:</p> <p>Meetings:</p> <p>Agenda: (Distributed a minimum of 1 week before each meeting)</p> <p>Minutes distributed to:</p> <p>Office Bearers:</p>	<p>Objectives</p> <ul style="list-style-type: none"> ▪ Contact details, information and activities available on TNA website; ▪ Promote and encourage writing for publication through emails, advertisement in the TJA and TNA website. <p>Objectives</p> <ul style="list-style-type: none"> ▪ To develop and maintain relationships with other related professional organisations; ▪ To assist in the review and update of the peer review process and the selection of peer reviewers; ▪ To attend a minimum of 3 out of 4 Editorial Board meetings per year including three teleconferences (or email correspondence) and one face-to-face meeting at the annual TNA conference (provide the Editor with an RSVP for each meeting). <p>Voluntary membership as recommended by the Editor and appointed by the National Executive for a term of 2 years. Members with limited or no experience in publication will be mentored for 6 months and membership reviewed by the National Executive. The Editor will provide the National Executive a report on all the board members' performance at executive meetings*.</p> <p>Frequency: 4 per year Duration: 1 hour Location: 3 teleconferences or email correspondence prior to each TJA publication (TNA funded) 1 face-to-face meeting at the annual TNA conference Quorum: 50%</p> <ol style="list-style-type: none"> 1. Present 2. Apologies 3. Correspondence 4. Standing items 5. New business/business without notice 6. Next meeting <p>Editorial Board members and the National Executive</p> <p>Editor (voluntary position)</p> <ul style="list-style-type: none"> ▪ Sets the agenda for each meeting; ▪ Chairs each meeting or organises a replacement if absent; ▪ Travel funding for the Editor to attend the annual TNA conference is granted depending on the financial status of the TNA. <p>Secretariat (remunerated position funded by TNA)</p> <ul style="list-style-type: none"> ▪ Records minutes of meetings if required by Editor. ▪ Sends the minutes to the Editor for approval and distributes to Board members and the TNA National Executive at least one month before the next scheduled meeting.
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**Transplant
Nurses'
Association**
Incorporated under NSW Incorporations Act 1984

*A written notice will be given to any member who is unable to fulfil their responsibilities such as failure to meet deadlines and up to 3 absences from meetings (teleconference and face to face) within a given year. A second written notice and meeting will be held between the Editor, Board Member and the TNA President for further lapses in responsibilities. If the issue remains unresolved it will be discussed with the TNA National Executive and removal from the editorial board will be considered.