**Occupational Therapy Now topic editor volunteer positions open**

*Occupational Therapy Now* is looking for topic editors to fill vacant positions for the following OT Now topics:

- OT Then
- Rural and Remote Practice

*OT Now* is also looking for topic editors for four new topics:

- Occupational Therapist Assistants and Support Personnel
  - The editor or at least one member of a co-editor team should be an OTA.
- Practice management and professional skills
- Occupational therapy fieldwork and education
- CJOT: Evidence for your practice
  - The purpose of this topic will be to discuss practice implications of articles published in the *Canadian Journal of Occupational Therapy* (*CJOT*). The editor may review submissions and also write an annual piece highlighting practice implications of various *CJOT* articles.

Finally, *OT Now* is seeking ad-hoc reviewers who would be willing to occasionally review articles relevant to their area of expertise. Ad-hoc reviewers may be asked to review 1-2 articles per year.

Topic editor responsibilities include evaluating articles for suitability for publication, providing constructive feedback to authors and assisting with the solicitation of articles. A complete description of responsibilities can be found below. Topic descriptions can be found at: [http://www.caot.ca/default.asp?pageid=271](http://www.caot.ca/default.asp?pageid=271) (Descriptions for the new topics are in development.)

To apply, send your curriculum vitae and a letter outlining your interest and experience to otnow@caot.ca. It is possible to apply as an individual or as a pair.

Deadline to apply: June 19, 2015.

**Occupational Therapy Now – Topic editor role description**

1. *Occupational Therapy Now* shall have volunteer topic editors to:
   a. Provide expertise in a specific area of occupational therapy;
   b. Provide assistance for the development of relevant content for an *Occupational Therapy Now* topic;
   c. Provide expert opinion to the editor of *Occupational Therapy Now* regarding practice concerns of occupational therapists.

2. Topic editors will be chosen by a selection committee comprised of members of the Occupational Therapy Now Editorial Board.

3. Two individuals may share the topic editor position for one topic.
4. Topic editors shall agree to the following responsibilities:
   a. Evaluate proposals and/or articles for suitability for publication;
   b. Provide constructive feedback to authors;
   c. Assist with editing articles;
   d. Mentor authors to write for the topic;
   e. Assist with soliciting articles;
   f. Respect confidentiality of material submitted for publication;
   g. Liaise with the *Occupational Therapy Now* managing editor;
   h. Identify and manage conflicts of interest.
   i. Review the description of the topic on an annual basis to ensure that it continues to be relevant for CAOT members.
   j. Space is guaranteed for one article per year in each topic. The recruitment of this article is the responsibility of the topic editor if no submissions are received. The appearance of the article is based on the annual schedule developed by the managing editor. (Managing editor will distribute a column schedule at each topic editor meeting and send a reminder email to topic editors one month prior to the submission deadline.)
   k. Topic editors will meet three times a year: twice via teleconference (in the spring and fall), and once in a face-to-face meeting with the *Occupational Therapy Now* Editorial Board at CAOT’s annual conference. Attendance at the meetings is based on availability.

5. With the exception of the International Connections topic, topic editors will be appointed for a three-year term. The term may be renewed once. Topic editor appointments shall be staggered to ensure stability in the group. The appointment of the topic editor of the International Connections topic shall follow the term of office of the Delegate to the World Federation of Occupational Therapists (a four year term with an option for a two year renewal).

6. Topic editors can terminate their involvement by notifying the *Occupational Therapy Now* managing editor in writing.

7. The term of office of a topic editor can be terminated by the *Occupational Therapy Now* managing editor for consistent negligence in the fulfillment of responsibilities.

8. Three topic editors will sit on the *Occupational Therapy Now* Editorial Board.

9. Topic editors are required to be members of CAOT.