

*CSHP Board and Branch Reference Manual*

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**POLICY**

The purpose of this policy is:

1. To establish and define the relationship between:
  - the Canadian Society of Hospital Pharmacists (the “CSHP”) and
  - the Canadian Journal of Hospital Pharmacy (the “CJHP”).
2. To define the nature and extent of the Editorial Board’s editorial independence.

*This policy applies to CSHP National and all its branches.*

**DEFINITIONS**

**Board:** The governing body of the CSHP, as defined under the Bylaws of the CSHP.

**CSHP Management:** Those employees of the CSHP who hold management positions, including the Executive Director and the Operations Manager.

**Editor:** The editor of the CJHP and the chair of the Editorial Board.

**Editorial Board:** The Editor and Associate Editors of the CJHP.

**Editorial Content:** Original research, opinion articles and news reports (excluding the content falling within the Board’s prerogative), both in print or electronic format, that is published or is to be published in the CJHP.

**Search Committee:** The committee established in section 21 hereof, to make recommendations with respect to the hiring of the Editor.

**RELATIONSHIP BETWEEN THE CSHP AND THE CJHP**

1. The CJHP is wholly owned by the CSHP. As such the CSHP is responsible for the financial viability of the CJHP.
  - 1.1. The Board has a fiduciary responsibility to the membership of CSHP to ensure that CJHP remains economically viable and scientifically reputable, and does not endanger the overall

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operations and reputation of CSHP.

1.2. CSHP is solely responsible for the financial management and non-editorial operations of the CJHP.

2. The CJHP shall establish a mission statement (the “Mission Statement”), which sets out its mandate and objectives. The Mission Statement shall be approved by the Board. The Mission Statement shall be reviewed by the Editorial Board every five years or when the Board reviews the CSHP mission statement, whichever occurs first, and any changes to it shall be approved by the Board.

### **THE EDITOR**

3. The Editor should have a professional degree in pharmacy and be employed in Canada.
4. The Editor is appointed by the Board for a one-year term on the recommendation of the Search Committee, following the Annual General Meeting of the CSHP (the “AGM”). The Board may renew the appointment of the Editor on an annual basis.
5. The Editor is responsible to the Board and reports to the Board twice a year.
6. The appointment of the Editor may be revoked at any time by a two-thirds vote of the Board.

### **EDITORIAL BOARD**

7. The Editorial Board shall consist of the Editor and such associate editors as from time to time are appointed by the Board.
8. The associate editors are appointed by the Board for a one-year term on the recommendation of the Editor, following the Annual General Meeting of the CSHP (the “AGM”). The Board may renew the appointment of the associate editors on an annual basis.
9. The appointment of an associate editor may be revoked at any time by a two-thirds vote of the Board.
10. The Editorial Board is to ensure that the content of the CJHP is consistent with the Mission Statement, authoritative, of high quality and meets the appropriate standards of scientific validity, credibility and reliability.

### **EDITORIAL INDEPENDENCE**

11. Subject to the limits set out herein, the Editor is responsible for and has full authority over Editorial Content, generally referred to as “Editorial Independence”. Neither the Board nor the CSHP Management shall have any role in the evaluation, selection or editing, with the exception of copy-editing, of individual articles for publication in the CJHP.
12. Notwithstanding the foregoing, the Board and CSHP Management shall be entitled to place its own

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content in the CJHP, up to a maximum of 10% of each issue's printed pages, or such additional amount over and above the aforementioned limit as the Editorial Board may permit.

13. In the exercise of Editorial Independence, the Editor shall be guided by the Mission Statement and shall have regard to the Editorial Board and other advisers as necessary. In addition, the Editor should follow publication guidelines based on the quality and scientific validity of the work and its importance to readers, not the policies of CSHP. The CJHP is free to publish critical but responsible views about all aspects of the profession of pharmacy without fear of retribution, even if these views might be in conflict with the Mission, Vision, and Values of CSHP.

## **DISPUTE RESOLUTION**

14. In all situations of conflict or disagreement between the Editor, the Editorial Board and the Board, the parties should seek solutions in the best interest of the practice of hospital pharmacy.
15. If the parties are unable to resolve the dispute, an ad hoc committee, the "Journal Mediation Committee" may be convened to resolve conflicts or disagreements between the Editor, the Editorial Board and the Board.
16. The Journal Mediation Committee shall consist of the CSHP Treasurer, who shall act as Chair, one member of CSHP Board, two members of the Editorial Board, one member of CSHP Management, and two CSHP active members at large.
17. The Journal Mediation Committee shall attempt to mediate a resolution of the dispute and in doing so may call on any outside advice that it considers reasonable.
  - 17.1. In the event that mediation is unsuccessful, the Editor will have final authority over editorial content, subject to the Board's ability to remove the Editor (see sections 3 and 5).

## **GENERAL**

18. A disclaimer shall be included on the CJHP masthead and on any editorials, generally stating that the views, opinions, and statements of contributors, including editorials, represent the views of the authors and not necessarily those of CSHP.
  - 18.1. The text of the disclaimer(s) shall be reviewed on a regular basis, but no less than every 5 years, by CSHP Board and the CJHP Editor.
19. All editorials shall be signed by the authors, except in extenuating circumstances such as risk to the author if his or her identity is made public.
20. The Board holds the Editor and members of the Editorial Board to the principle of editorial integrity, independent of any special interests. The Editor should establish procedures that guard against the influence of commercial, organizational and personal self-interest on editorial decisions and should make these procedures clear and transparent to all interested parties. The Editor and all other members of the Editorial Board shall annually disclose any real or potential conflicts of interest in which they are engaged to CSHP (regardless of whether the individual is a volunteer or employed on

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a part- or full-time basis) by completing the same disclosure form required of authors.

21. When required, a search committee composed of the Editorial Board, the CSHP Publications Administrator, and a representative from CSHP Board shall identify candidates for the position of Editor, and make a recommendation to the Board as to the suitable candidate.

## **PROCEDURES**

### **1. Recruitment of the CJHP Editor**

- 1.1. The Editor of CJHP should have a professional degree in pharmacy, substantial experience as an author, reviewer and editor or associate editor of a peer-reviewed journal and be employed in Canada. Experience as an Associate Editor of CJHP is recommended.
- 1.2. When required, a search committee composed of the Editorial Board (excluding any Associate Editor who has identified a desire to pursue the position of Editor), the CSHP Publications Administrator, and a representative from the CSHP Board shall identify candidates for the position of Editor and make a recommendation to the Board as to the suitable candidate(s).
- 1.3. The search committee shall provide a ranked list of qualified candidates (including their CVs and a synopsis of the information obtained by the committee about each candidate to support his/her selection) for discussion amongst the outgoing Editor, the Executive Director, and the Treasurer.
- 1.4. The Executive Director will send an invitation to the top candidate and if necessary, proceed down the list until an individual accepts. After the prospective Editor accepts, the Editor shall forward his/ her name to the Board for approval and appointment.
- 1.5. Normally, the Editor should provide a 6-month lead time to CSHP in order to seek a qualified candidate and provide continuity of Journal leadership. If an interim Editor is required, the Editorial Board will make a recommendation to the Board as to the suitable individual.

### **2. Recruitment of CJHP Editorial Board Members**

- 2.1. Each Associate Editor of CJHP should have experience as both an author and reviewer in peer-reviewed journals.
- 2.2. When an Associate Editor's position becomes open, the Editorial Board shall identify candidates for the position of Associate Editor based on geographical location, citations (e.g., PubMed, Google Scholar, etc.), publishing, reviewing, and other editorial experiences.
- 2.3. Each Associate Editor shall rank order the list of identified candidates. The Editor will collate the rankings and send an invitation to the top candidate and if necessary, proceed down the list until an individual accepts.
- 2.4. After the prospective Associate Editor accepts, the Editor shall forward his/her name to the

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Board for approval and appointment.

3. Ad hoc Journal Mediation Committee Terms of Reference

3.1. The purpose of the Journal Mediation Committee (JMC) is to attempt to mediate a resolution to disputes between the CJHP Editor, the Editorial Board, and the Board.

3.2. The Treasurer, as elected by the Board, is the chair of the JMC.

3.3. Other members of the committee are appointed by the chair, and shall consist of:

- a. One member of CSHP Board;
- b. Two members of the Editorial Board, one of whom shall be the Editor unless that would be a conflict of interest;
- c. One member of CSHP management;
- d. Two CSHP active members at large;
- e. It is preferable that these members at large be chosen from the membership of existing CSHP committees, such as the Research Committee, the Awards Committee, the Educational Services Committee and the Membership Committee, or from among the CSHP Fellows Recognition Committee.

3.4. The chair shall appoint the members of the committee upon receipt of a request to convene the committee.

3.5. Appointments to the committee shall last until the current dispute is resolved.

3.6. Meetings shall occur at the call of the chair. As issues referred to the JMC are likely to be time sensitive, the committee can be expected to meet on short notice, or multiple times in a short period of time.

3.7. The JMC may make such recommendations as it sees fit to the Board, the Executive Committee of CSHP or to the Editorial Board.

- a. In all cases, the JMC will attempt to mediate a resolution to the issue that is in the best interests of the practice of hospital pharmacy.

3.8. Refer to the Appendix for examples of issues that are not within the scope of the JMC.

4. Advance Notice of Controversial Articles or Editorials to CSHP Board Through the CSHP Executive Director

4.1. A controversial article/editorial is one with the potential to result in inquiries from the media or other organizations or potential to pose a risk to CSHP. This risk may include, but is not limited to, negatively impacting CSHP's finances, reputation, or operations. Refer to the Appendix for examples. The intent of this procedure is to ensure that the Board/ Executive is aware of any controversial material that may result in follow up inquiries from the media, members, sponsors, or other associations.

4.2. The CJHP Associate Editor shall notify the CJHP Editor and Publications Administrator of any

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potential risk to CSHP associated with the publication of a controversial article or editorial.

- 4.3. The Editor will review the article to confirm if a potential risk to CSHP exists, and forward concerns to the Executive Director.
- 4.4. The CSHP Executive Director will review the article or editorial and bring it forward for discussion to the Executive Committee.
- 4.5. Further discussion may be held with the Editorial Board and the principal author, as necessary, to ensure the Board/ Executive is fully informed of the content of the article.
- 4.6. In no case shall the Board interfere with the editorial independence of the Editorial Board.

5. Procedures for Members of the CJHP Editorial Board to Disclose any Conflicts of Interest

- 5.1. The Editor and all other members of the Editorial Board shall annually disclose any real or potential conflicts of interest in which they are engaged to CSHP (regardless of whether the individual is a volunteer or employed on a part- or full-time basis) by completing the disclosure form of the Canadian Society of Hospital Pharmacists Conflict of Interest Policy (approved by CSHP Board, March 7, 2004).
- 5.2. This disclosure form should be completed by the Editor and each Associate Editor on an annual basis (due August 31st every year) and submitted to the Publications Administrator. The Editor and each Associate Editor shall update his/her disclosure form whenever a "new" conflict of interest arises.
- 5.3. In addition, the Editor and Associate Editors should complete the ICMJE form when submitting his/her Editorial (or any other manuscript) to disclose any conflicts directly related to that specific manuscript.

6. Removal of the Editor or an Associate Editor

- 6.1. The process for removing the Editor or an Associate Editor will occur in a stepwise fashion. Removal of the Editor or an Associate Editor should be considered as a last option, after other options for dispute resolution have been attempted. This process may be used in situations where the Editor/Associate Editor has consistently taken a position (e.g., in editorials or otherwise) that is in conflict with the Mission, Vision and Values of CSHP, or the Mission of CJHP. This process may also be used in situations where the actions of the Editor/Associate Editor have endangered the scientific or operational integrity of CJHP.
- 6.2. Any member of the Editorial Board or CSHP Board having concerns related to the above may inform either the Treasurer or the Executive Director.
- 6.3. The Treasurer and/ or the Executive Director will investigate the issue as required.
- 6.4. The issue will be discussed by CSHP Executive to determine if further action is required. If

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further action is required, the following steps will be followed:

- a. Discussion between the Editor and the Associate Editor, in situations concerning an Associate Editor;
- b. Discussion between the Editor, Treasurer and Executive Director;
- c. Convening of the Journal Mediation Committee.

Note: Each of the above processes may result in a specific, written plan of action to resolve the issue.

- 6.5. In the event that no resolution is achieved, a recommendation will be made to the Board that the Editor/Associate Editor be removed from their position, or that their appointment not be renewed. This recommendation will be discussed and voted upon either at a regular Board meeting (AGM or MBM) or via an email vote, as appropriate. If an email vote is required, a Board teleconference will be convened to discuss the recommendation prior to the email vote.

## **Appendix**

1. Examples of issues that are not within the scope of the Journal Mediation Committee:
  - a. Number of pages per issue
  - b. Type of advertising accepted in the Journal and advertising rates
  - c. Access to journal content by non-members
  - d. Indexing of the Journal
  - e. Appointment of the Editor or Associate Editors
  
2. Examples of potentially controversial articles include:
  - a. An article or editorial that is critical of a product or producer of a product, and the producer is a major advertiser in the Journal or CSHP sponsor
  - b. An article or editorial that is highly controversial in nature and may draw criticism from advertising clients, especially if not directly related to the practice of hospital pharmacy
  - c. An editorial that is critical of or opposes a CSHP Position Statement
  - d. An editorial espousing an opinion, which notwithstanding the disclaimer published in each edition, others misconstrue as the opinion or position of CSHP
  - e. An article or editorial criticising another health profession or ally of CSHP.