Utilizing your Editorial Board

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- AE EBM/reviewer nominations
- EBM annual rotation
- EBM communications

“What board?”

The Dream/Expectation:
- Each EBM performs 3 reviews per year
- Is kept engaged by regular communications
- Feels appreciated and part of the team

The Reality (for some):
- “What Board?”

Bridging the Gap

- Attended CSE Session in 2017: Getting the Most out of Volunteers: Managing and Leading Volunteers
  - Volunteers as underutilized or overutilized
  - The Associate Editors are KEY
- Finding Goldilocks—Not too cold or too hot, but “just right”:
  - Not overwhelm some while forgetting others (CSE)*
  - Communicate effectively and emphasize value (CSE)*
  - Support and encourage the team analogy (CSE)*
- Session Takeaways: Balance the Burden*, Engage*, Team/Goal Orientation*
**EBM Utilization Report**

- **Phase I:** Emailed Associate Editors the current EBM list, calling attention specifically to the newest EBMs, reminding Editors to utilize them as reviewers.
- Reduce likelihood of underutilization next year
- **Phase II:** Emailed Associate Editors the new EBM Utilization Report (Excel list) showing only the names with 0 or 1 solicitation from previous calendar year, with a reminder to utilize those EBMs.
- Taking the focus off those who are overutilized, pointing out alternatives.

Success Metrics for 2018: 10% decrease (37% or less over/underutilized vs. 47% in 2017).

**Summary**

Back to the CSE Session takeaways:
- *Balance the Burden* by pointing out over/underutilization and providing alternatives
- *Engage* the AEIs with useful information to help them engage the EBMs
- *Team/Goal Orientation* by keeping the EBMs on the AEIs’ radar

Results/actual metrics of this report’s impact (2019)
- New EBM engagement in Q1 2018: 33 out of 45 (73%) total new EBMs solicited
- Vs. New EBM engagement Q1 2017: 8 out of 13 (62%) total new EBMs solicited

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