



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

EDITORIAL BOARD

The Transplant Nurses' Association (TNA) is a professional association that develops and publishes the Transplant Journal of Australasia (TJA). Three journals are published and distributed to members of the TNA and other journal subscribers, per year. The Editorial Board consists of seven members (inclusive of the Editor and Assistant Editor), who are committed 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 TNA Action Plan and Constitution.

TERMS OF REFERENCE

Name: TJA Editorial Board

Reviewed: January 2020 (Created 2002; Revised 2008, 2012, and 2013)

<p><u>Reporting structure:</u></p>	<p>The Board reports to the Editor. The Editor reports to the TNA National Executive.</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 members and other subscribers.</p> <p>Goal 2: The Board will encourage transplant professionals to share evidence-based practice.</p> <p>Goal 3: The Board will establish and maintain effective communication</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 and peer review 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 guide novice authors in writing for publication. <p>Objectives</p> <ul style="list-style-type: none">▪ Contact details and relevant information available on TNA website;▪ Promote and encourage writing for publication through emails, advertisement in the TJA and TNA website.



through the network and the TNA website.	
Goal 4: The Board will commit to the ongoing development of the TJA.	Objectives <ul style="list-style-type: none"> ▪ To develop and maintain relationships with other related professional organisations; ▪ To assist in periodic evaluation of the peer review process; ▪ 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).
Membership:	Voluntary membership 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*.
Meetings:	Frequency: 4 per year Duration: 1 hour Location: 3 teleconferences or email correspondence prior to each TJA publication. 1 face-to-face meeting at the annual TNA conference Quorum: 50%
Agenda: (Distributed a minimum of 1 week before each meeting)	<ol style="list-style-type: none"> 1. Present 2. Apologies 3. Correspondence 4. Standing items 5. New business/business without notice 6. Next meeting
Minutes distributed to:	Editorial Board members and the National Executive
Office Bearers:	Editor / Associate Editor (Alternate arrangements) <ul style="list-style-type: none"> ▪ Sets the agenda for each meeting; ▪ Chairs each meeting or organises a replacement if absent; ▪ Records minutes of meetings or organises a replacement if absent; ▪ Distribute the minutes to Board members and the TNA National Executive.

*A written notice will be given to any member who is unable to fulfil their responsibilities such as failure to meet deadlines or 3 absences in a row at meetings (teleconference and face to face). A meeting may 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. A written notice will also be required from any member who wishes to leave the editorial board.