

## **European Academy of Neurology e-Learning platform**

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### **Associate Editor**

#### **EAN e-Learning Platform:**

The European Academy of Neurology (EAN) is the sole and exclusive owner of this online platform. The main aim of the platform is the support of life-long learning and of achieving excellence in neurology. This digital educational space is directed towards medical students, residents in neurology, as well as early-career and experienced neurologists. Based on the European Training Requirements in Neurology (ETRN), the platform covers general neurological concepts as well as more specified areas of the field.

The goal of EAN is to build up a course of study that provides - just in time and just in place - the optimal learning materials to meet the European Training requirements.

EAN is striving to produce and endorse quality content that is constantly reviewed, evaluated and updated to offer the best possible learning environment for the neurological community.

EAN is responsible for establishing an editorial policy, defining the aims and scope of the platform and supervising the portal's Editor-in-Chief (EiC) and sub-committee to implement the editorial policies of EAN.

The editorial honoraria and expenses are paid by EAN.

#### **The Publication Oversight**

Publication Oversight lies within the EAN e-Learning sub-Committee, who are led by the Editor-in-Chief and are tasked with helping the editor in developing and defining the goals of the platform.

#### **Associate Editor, EAN e-Learning platform**

The Associate Editors are assigned by the EAN Board. The editors should support the Editor-in-Chief develop, communicate, and constantly adapt the publication strategy of the e-Learning platform within the limits set by the mission of the platform. Each Associate Editor is expected to work towards the EAN strategy, and to help develop the strategy for the e-Learning platform together with the EAN Board and the e-Learning sub-committee.

The Associate Editors will be part of the Editorial Board, together with the already-appointed Editor-in-Chief.

The following steps and decisions must be taken/made together with the Head Office staff:

- Developing a business plan
- Finding a suitable IT company
- Implementing the e-learning structure in close cooperation with programmers and web designers
- Incorporating EAN's existing items into the platform

- Identifying links to the EAN Virtual Congress and finding suitable solutions for liaison
- Working closely with other EAN committees and working groups (e.g. European Journal of Neurology Editor-in-Chief, eCommunication committee, Education Committee, Teaching Course sub-Committee, Panels, UEMS Section of Neurology/European Board of Neurology – EAN Joint Education Board, Ethics and Quality Task Force, RRFs, etc.).
- Developing and designing learning material, coordinating content and incorporating content into the platform
- Working with artwork designers, medical writers, and programmers to support e-learning content requirements
- Developing e-learning delivery strategies and assigning different e-learning methods to each content item/category
- Implementing a review process
- Developing a quality management process
- Developing a timeline for content production of core curriculum content
- Utilizing e-learning platform capabilities to develop a progress report for users incl CME certificates (or national or European equivalents)

*Job description*

*Qualifications and Experience:*

**Experience:**

- Must have an established international reputation as both a clinician and educator
- Must have a current academic appointment in a neurology-related field
- Must have demonstrable experience in **neurology** as a broad discipline
- Must have been a leading author on influential publications and have the ability to produce and evaluate educational material
- Must have substantial experience in medical education gained either by having a degree in medical education and/or having experience in e-Learning
- Excellent oral and written communication skills in English
- Ability to judge the educational validity, importance, and status of online learning material
- Understanding of and appreciation for digital publication
- Must be interested in innovative educational approaches and have an understanding of new technologies
- Ability to meet deadlines consistently
- Good delegation and management skills, especially the ability to prioritize work for self and others
- Experience of addressing sensitive matters diplomatically and considerately

**Skills:**

- Cooperative, team-oriented, and able to take a practical, hands-on approach
- Visionary approach with a strong desire to be part of the development of the in-house e-Learning platform of the European Academy of Neurology
- Passion and commitment for the e-Learning platform and its future growth
- Openness to new ideas (eg. new subject areas for content, new formats)
- Willingness to serve as an ambassador for the e-Learning platform at every opportunity

### **Characteristics/Attributes:**

#### *Responsibilities:*

#### **1) Strategic & Editorial Team Management**

- To work closely with the EAN Education Committee to monitor and support the strategic development of the e-Learning platform
- To provide leadership to and support the work of the EAN e-Learning sub-Committee
- To communicate regularly with the other editors and sub-committee concerning the development of the e-Learning platform, educational strategy, submissions and promotion

#### **2) Editorial Content Management**

- To commission top quality educational content and develop and maintain other forms of appropriate content
- To have contributions peer reviewed by appropriately qualified and experienced persons in a timely manner
- To communicate promptly with authors, to accept or reject e-Learning material or to request revision
- To assist authors - where appropriate - in making their amendments to provisionally accepted content
- To determine the order and arrangement of contents appearing on the e-Learning platform
- To direct the content and presentation of the e-Learning platform, ensuring it meets strategic and development goals agreed with the EAN Education Committee and EAN Board.
- To maintain the e-Learning platform's publishing standards
- To act as a resource and decision-maker to resolve issues with the content that cannot be resolved at other levels
- To work with the Head Office and IT company to implement new features, content, and more.

#### **3) Marketing/Promotion of the eLearning platform**

- To be the ambassador for the e-Learning platform both nationally and internationally
- To promote the e-Learning platform actively when undertaking any professional activity
- To provide the EAN marketing department with marketing information to help promote the e-Learning platform and to advise on marketing activity in close co-operation with the EAN Board, e-Learning sub-Committee and EAN Head Office
- In coordination with the e-Learning sub-Committee and the EAN Board, determine appropriate use of the e-Learning platform's name or contents for secondary markets (e.g., sponsoring of

conferences held by others, unusual copyright release requests not normally handled by staff or publisher)

*Interested candidates should send*

- *their Curriculum Vitae*
- *a Motivational letter containing your special interest in one of the leading target groups (Medical Students, Residents, Certified Neurologists)*
- *additional documents proving experience in medical education/e-Learning*

*to Anja Sander, EAN Executive Director, European Academy of Neurology (headoffice@ean.org).*

*The deadline for application is May 30<sup>th</sup>, 2021.*

*Interviews with the EAN Board will be held on **mid-June**, 2021, via Online Conferencing Tool.*