



Role Description

Role: Editor-in-Chief, *The Multimedia Manual of Cardio-Thoracic Surgery*

Accountable to: EJCTS Editor-in-Chief

Overview of Role: Overall responsibility for strategy and development of the manual, with support from the EACTS Editorial Office. Overall responsibility for content (including webinars), editorial policy, and reputation of *MMCTS*.

Term of Office: Five years

The Multimedia Manual of Cardio-Thoracic Surgery

The Multimedia Manual of Cardio-Thoracic Surgery (MMCTS) publishes original scientific video tutorials & case reports with associated text. Publications document significant clinical and experimental advances, as well as fundamental surgical techniques in the domains of core skills, cardiac, congenital, aortic disease and thoracic surgery. In 2025, *MMCTS* launched a webinar series which aims to offer an interactive insight into surgical procedures published by *MMCTS*.

The Editor-in-Chief (EiC) is supported by a team of Domain Editors and Associate Domain Editors, as well as the EACTS Editorial Office (EO). The EiC performs a review of all new and revised submissions and makes the final decision supported by comments from the Editorial Board. The EiC also supports in identifying topics and speakers for the *MMCTS* webinar series and participates in these as a chair alongside expert panellists. The primary aim of *MMCTS* is to provide a medium for the publication of high-quality original scientific video tutorials and case reports that demonstrate valuable clinical techniques and experimental advances related to surgery of the heart, the great vessels and the chest. *MMCTS* is an international leading manual in cardio-thoracic video publications and accepts submissions from all regions.

MMCTS is part of the European Association for Cardio-Thoracic Surgery (EACTS) family of publications, including the *European Journal of Cardio-Thoracic Surgery (EJCTS)*; *Interdisciplinary CardioVascular and Thoracic Surgery (ICVTS)*; and the EACTS podcast, *A Cut Above*.

About EACTS and the Editorial Office

EACTS is the leading membership organisation in Europe devoted to cardiothoracic surgery. Founded in 1986, EACTS supports the global cardiothoracic community with first-class education, cutting-edge learning opportunities, world-renowned journals and publications by championing pioneering research. Our mission is to improve outcomes for patients with heart and lung conditions by supporting the global surgical cardiothoracic community and informing best practice. EACTS manages the Editorial Office, led by the Editorial Director, the team includes the Managing Editor for the journals (*EJCTS* & *ICVTS*), the Managing Editor for digital projects (*MMCTS*, podcast and webinars), the Digital Projects Manager (delivering the technical aspects of *MMCTS*, podcast and webinars), and an Editorial Assistant. The EACTS team works closely with the Editor-in-Chief (EiC) to provide comprehensive support in all editorial duties.



Scope and Purpose

The EiC holds overall responsibility for the strategic development of *MMCTS* and its associated webinar series. With support from the EACTS Editorial Office, the EiC is responsible for the content, editorial policy, webinar strategy and reputation of *MMCTS*.

Duties of the Editor-in-Chief

Editorial leadership:

- Lead the editorial board in the delivery of objectives agreed within the annual publications strategy meeting and editors working session.
- Ensure the peer review process is robust, rigorous, fair and timely.
- Represent and act as an ambassador for the manual within the field, promoting *MMCTS* at conferences, webinars, and society events.
- Maintain a balance of content, representing all areas of cardio-thoracic surgery.
- Actively commission speakers with suggested topics for *MMCTS* Webinars.
- Prepare for and present at the annual board meetings and editor working sessions.

Manuscript Management:

- Oversee the peer review process, including submitting a final decision for all submissions.
- Review recommendations from the Editorial Board, engaging in discussions when suitable.
- Address escalation and communication issues with the Editorial Board to prevent delays in peer review.

Webinar Series:

- Support the strategic planning and development of *MMCTS* webinars, including topic & speaker identification, requiring direct communication with authors and experts.
- When required, participate in the webinar panel and review author presentations.

Editorial Board Management:

- Recruit, appoint, and manage a diverse and expert editorial board representing the international cardiothoracic community.
- Foster a collaborative and supportive environment among editorial board members, encouraging their active involvement in the manual and webinar activities.
- Provide guidance and support to editorial board members in handling editorial responsibilities and resolving conflicts of interest.

Strategic Planning and Development:

- Identify emerging trends and opportunities in scholarly publishing and implement strategies to enhance the manual's visibility and impact.
- Collaborate with the EO to explore new initiatives.
- Attend the annual publication strategy meeting to review the manual and agree objectives to ensure the continued success of *MMCTS*.

Quality Assurance and Compliance:



- Ensure compliance with ethical standards, publishing guidelines, and industry regulations, including those related to plagiarism, data integrity, and authorship.
- Implement measures to safeguard the manual against fraudulent practices and maintain transparency and accountability in the editorial process.
- Regularly review editorial policies and practices to ensure continuous improvement and alignment with evolving standards.

Person Specification

- An academic with a background in cardiothoracic surgery or an active cardiothoracic surgeon, with a strong publishing record.
- Experience or keen interest in creating surgical videos and new technologies.
- Significant editorial experience, as an Editor-in-Chief, Associate Editor or editorial board member.
- Ability to dedicate the necessary time and effort to fulfil the duties of the role effectively.
- Willingness to prioritise manual-related tasks and allocate time for video reviewing, editorial meetings, and correspondence with authors, the EO and Editorial Board.
- Capacity to manage workload fluctuations and meet deadlines, especially during peak submission periods or when urgent editorial decisions are required.
- Strong leadership abilities to guide the editorial board.
- Strong networking skills to engage with the scientific community, attract high-quality submissions, and recruit expert reviewers and editorial board members.
- Demonstrated commitment to promoting diversity, equity, and inclusion across the manual's operations, including authorship, reviewer selection, and editorial board composition.
- High ethical standards and a commitment to upholding the integrity of the manual.
- Excellent organisational skills to manage multiple tasks, deadlines, and priorities.
- Attention to detail to ensure accuracy and quality in editorial processes.
- Ability to work to specific deadlines agreed with the Editorial Office as well as an awareness of the importance of publication deadlines.
- The candidate should be aware of new issues and challenges in the fields of cardiac, congenital, aortic disease and thoracic surgery.