



# Cochrane Reviews and Methods Digest

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## 1. Cochrane is seeking a Senior Methods Adviser to join its Editorial Board

Specifications: Availability for the equivalent of one half day per week (0.1 FTE)

Salary: Around £8,000 or equivalent per annum

Location: Unlimited

Application Closing Date: 20<sup>th</sup> Jan 2018

### Context

As part of its Transformation Project, we are creating a new Editorial Board for the Cochrane Library. The Editorial Board will be responsible for developing and monitoring editorial and content strategy for the Library, and monitoring the performance of the Cochrane Library, in support of the Editor in Chief and his team. We are now seeking an experienced methodologist to join the Board, to provide specialist guidance and support to the Board.

The Board will also include:

- Senior Editors leading the eight new Networks of Cochrane Review Groups (CRGs)
- [Professor Sally Green](#) representing and providing support for knowledge translation activities
- A representative of the decision maker or evidence user community (to be appointed)

### Accountability and Responsibility

**The Editorial Board will be accountable to Cochrane's Editor in Chief (EiC). It will be responsible** for supporting the EiC and overseeing development and implementation of an editorial strategy, the review production process for Cochrane Reviews, and monitoring the performance of the Cochrane Library.

The Senior Methods Adviser role on the Editorial Board will include the following:

- Providing guidance to the Board on methodological issues, and advocating for methods that will guide evidence informed decision making
- Providing a communication bridge between the Board and the methods community, including the Methods Co-ordinator, Scientific Committee, Methods Executive and Groups
- Providing guidance to the Editor in Chief, CEU team and Methods Co-ordinator on methodological issues
- Leadership role as Executive Editor for the proposed Methods Supplement for the Cochrane Database of Systematic Reviews
- Contributing to the development and implementation of a content strategy in respect of innovative and novel methods
- Supporting measures aimed at driving up quality, and overseeing monitoring functions that seek to hold contributors, groups and central executive teams to account.
- Providing critique and solutions to continuously improve the experience for Library users.
- Contributing to the development of Key Performance Indicators for the Cochrane Library, particularly in respect of methods innovation

### Person specification

The Senior Methods Adviser on the Editorial Board will possess the seniority and experience that enables her or him to fulfil the role as described above, and to be a credible leader within the methods community.

Essential characteristics include:

- Leadership in the Cochrane methods community e.g. past or current convenor of a Cochrane Methods Group
- Experience of having led and published methodological research
- Educated to Doctorate level with a relevant qualification in research synthesis methods.
- Experience with the conduct and editing of Cochrane Reviews, and in depth, familiarity with both the *Cochrane Handbook for Systematic Reviews of Interventions* and **Cochrane's MECIR Standards**.
- Broad and deep understanding of current and emerging evidence synthesis methods
- Involvement in the Cochrane Review production process, as a review author and peer reviewer
- Critical thinking, creativity and problem solving
- Strong communication and influencing skills
- **Strong commitment to Cochrane's Strategy and Mission**
- Management and supervisory experience, and the ability to work with people dispersed geographically.
- Capacity to devote the equivalent of one half day per week and to attend bi-monthly meetings of the Editorial Board via teleconference and in person as appropriate

Desirable attributes:

- Past or present experience of editing high quality systematic reviews
- Experience and expertise in developing strategy
- Experience of remote and distance working and management

Resources

The Senior Methods Adviser will receive an honorarium of 8000 GBP for the equivalent of at least one half day per week of activity.

Term of appointment

The Senior Methods Adviser will be appointed in early 2018. He or she will serve as a member of **Cochrane's Editorial Board for a period of three years, renewable for a further three years.**

The successful candidate will be required to complete a conflict of interest disclosure.

Recruitment process

The Editorial Board is likely to function primarily as a virtual body, so that geographical location is not a barrier to appointment. We welcome applications from individuals based anywhere in the world.

The appointment process will consider the need for all aspects of diversity, including those of gender, age, experience, language and geographical location within the membership of the **Editorial Board. Cochrane's Editor in Chief aims to appoint a balanced Editorial Board that** includes a wide range of content and methodological expertise.

We are open to job share applications that describe how the functions will be divided, and how continuity will be achieved.

All applications will be reviewed by the Editor in Chief, the Deputy Editor in Chief, and the Sustainability Project Team, who will jointly make the appointments.

To apply, please send a letter, Curriculum Vitae, and letter of support from your line manager in your primary role to [recruitment@cochrane.org](mailto:recruitment@cochrane.org) by Monday 20<sup>th</sup> January 2018.

## 2. Webinar for CRG staff on the re-accreditation process: recording now available

Following its meeting in Cape Town in September 2017, Cochrane's Governing Board approved the [Structure & Function of Cochrane Review Groups: Implementation of the Networks and Editorial Board Plan](#).

As part of this plan, every CRG will need to be re-accredited every five years in order to continue as a Cochrane Group. To support this process, the Structure and Function Project Team has developed guidance to support Groups through re-accreditation: [Guidance for the re-accreditation process for Cochrane Review Groups](#).

Cochrane's Editor in Chief, David Tovey, and Deputy Editor in Chief, Karla Soares-Weiser, recently hosted a community webinar providing CRG staff with further information regarding this process. If you were unable to attend, please find a recording of the webinar on Wednesday 29th November [here](#).

Should you have further questions, please see [this webpage](#), or send your inquiry to [SFinfo@cochrane.org](mailto:SFinfo@cochrane.org).

## 3. Virtual workshop – common statistical errors made in Cochrane Reviews

Cochrane's Learning and Support Department is pleased to invite Cochrane Editors to an online 'virtual workshop' on common statistical errors made in Cochrane Reviews. The 90 minute workshop is taking place on 18th January 2018 at 09:00 UTC, and is aimed specifically at Cochrane Editors. This is an exciting new format for delivering distance learning in Cochrane, and we will be using the GoToTraining learning platform to replicate the face-to-face workshop experience in a virtual environment.

The virtual workshop is organized jointly by the Cochrane Learning & Support Department, Cochrane Editorial Unit, and Cochrane Statistical Methods Group. Due to limited number of places on this virtual workshop, we can accept only the participants who are actively working as editors in Cochrane Review Groups.

For more information about the virtual workshop and to sign up, go to: <https://training.cochrane.org/common-statistical-errors-cochrane-reviews-online-workshop-editors>.

## 4. Potentially controversial reviews

At the recent Governing Board meeting, the CEU was asked to ensure that the Board is alerted in advance of publication, about any reviews that cover controversial issues or are likely to cause contention in their field.

We want to ensure that there is support in place regarding communications for Board members and other Cochrane representatives (including Centre Directors and their staff), who might be asked to respond to any controversy relating to the reviews.

Please could CRGs highlight any such reviews to David ([dtovey@cochrane.org](mailto:dtovey@cochrane.org)) or Karla ([ksoares-weiser@cochrane.org](mailto:ksoares-weiser@cochrane.org)) as early in the editorial process as possible.

#### 5. Archie records update – Request for your help!

Cochrane Groups are responsible for updating their own records in [Archie](#). A recent review has shown that many of these records are out of date. If you are the administrative contact for your Group, please take a quick look at the information about your Group in Archie and update it as **required. This might include things like the Group’s address and staff roles. It should only take a few minutes.** Many thanks!

#### 6. Join us – Register now for Cochrane’s 2018 Governance Meetings in Lisbon

Registration deadline 4 March 2018

The 2018 Governance Meetings will be hosted by Cochrane Portugal and held at the Tivoli Oriente Hotel in Lisbon, 19-23 March 2018.

Governance Meetings are free to attend, but registration is needed to confirm meeting numbers and special requirements. To register, please visit [this page](#) of the Cochrane Community website.

Book your hotel: The Portuguese team have arranged several special hotel rates that are listed in the link above, so make sure to book your hotel before the booking deadlines pass.

#### 7. Enhanced Cochrane Library project - update

The Enhanced Cochrane Library project is all about developing a new platform to improve user experience.

During 2017, the development of this new and improved platform has experienced further, significant delays, and will now launch in 2018.

Work on this hugely complex project, which forms a major contribution to our *Strategy to 2020* goal of making Cochrane the ‘home of evidence’ to inform health decision-making, is ongoing, and we will provide Cochrane’s Community with a full update in January 2018.

We are working with Wiley, our publisher, and [Highwire](#), an established platform provider, to build and deliver an enhanced product with new features and greater functionality that makes it easier for users to discover and use Cochrane content in their decision-making.

We have been redeveloping all aspects of the Cochrane Library platform to improve user experience. The work is divided into many different areas, each a building block towards the enhanced Cochrane Library. The first area we have worked on together is the display of the Cochrane Review. Other areas include the display of CENTRAL, linking of the CDSR and

CENTRAL, the search and discovery interface, and multi-language search and the display of non-English language content. Researching user needs and stakeholder insights is a key component of development.

The Cochrane Library will maintain its familiar look-and-feel while improving the overall user experience. We look forward to providing you with a fuller update in January 2018.

If you have **any questions, please contact Cochrane’s Editor in Chief, [David Tovey](#)**, or Senior Editor, [Harriet MacLehose](#).

## 8. Cochrane Priority Reviews List: Update

The December 2017 revision of the Cochrane Priority Reviews List includes new titles from the Cochrane Airways; Anaesthesia, Critical, and Emergency Care; Bone, Joint & Muscle Trauma; Effective Practice & Organisation of Care; and Pregnancy & Childbirth Groups.

The following three titles on the list are open to new authors - please note restrictions:

1. Antioxidants for respiratory function in Duchenne muscular dystrophy – Neuromuscular Disease (Open only to authors with Duchenne muscular dystrophy research and clinical practice expertise)
2. Particle versus photons for the treatment of chordoma – Neuro-oncology/ Gynaecological Cancer
3. Prediction models for adjuvant chemotherapy or radiotherapy for women with endometrial cancer – Neuro-oncology/Gynaecological Cancer (Prognostic methodology expertise preferred)

Cochrane-wide prioritisation remains an important project, with over 200 priority reviews or updates published since the project began in January 2015.

Please be aware that all titles in the priority list have author teams in place, except for those mentioned above. If you are interested in one of these open titles please contact the relevant [Cochrane Review Group](#) before submitting a review proposal.

**If you would like to contribute more generally to Cochrane’s prioritisation work, please contact [Ruth Foxlee](#).**

Download the Cochrane Priority Review list for 2017 ([December revision](#))

Ruth Foxlee, Information Specialist, Cochrane Editorial Unit,  
Karla Soares-Weiser, Deputy Editor in Chief, the *Cochrane Library*

## 9. Copy Edit Support – Christmas closing dates

Copy Edit Support (CES) will be closing over Christmas and New Year:

CES will close at: 17.00 h (GMT) on Thursday 21 December 2017  
CES will reopen at: 09.00 h (GMT) on Wednesday 3 January 2018

The last day on which I will be assigning copy-editing over this period will be Tuesday 19 December 2017: assigning will probably be completed by 10.00 am, so please ensure that I know about any urgent submissions well before then (see below). If you are not going to be available to put permissions in place on Tuesday 19 December, and have submissions waiting to be assigned, please let me know when you intend stop work well in advance and I will take this into account in my planning. Assignments allocated in the run-up to Christmas and New Year will have at least 14 days allowed for completion.

URGENT submissions with publication deadlines before 12 January 2017  
If you intend to submit a review that needs to be published before 12 January 2017, please would you make sure that I know it is required urgently now, and why (reason for urgency and **provision of a specific deadline date would be helpful**), so I can put it on my 'expected' list. Reviews with funding-related deadlines, or that are contributing to guidelines will take priority, but please do alert me if your search is due to pass the 12 months point too. At all times, I am happy for you to use capital letters, colours, sound effects etc. to draw my attention to the urgency – polite messages tucked away in the text are easily missed. Please mention the urgency clearly and obviously in EVERY message concerning that submission.

As we approach Christmas the availability of the team will reduce and, depending upon the level of submissions, some delays may develop, so I would encourage you to send in your submissions as early as possible, as this will give us the best chance of returning them to you in a timely manner.

With best wishes

Elizabeth Royle, Copy Edit Support Manager, Cochrane Editorial Unit

## 10. REMINDER: Request for comments on draft guidance – Deadline 22nd December 2017

We are inviting comments on the following guidance:

*“Interim guidance on how to decide whether to incorporate clinical study reports and other regulatory documents into Cochrane Reviews”*

We invite anyone within the Cochrane Community with an interest in addressing reporting bias in studies included in Cochrane Reviews to comment on this interim guidance to decide whether to include this data. Draft copy of the guidance with a separate downloadable comments sheet and further information available [here](#).

\*DEADLINE 22nd December 2017\*

## 11. Information about search and browse issues in the Cochrane Library

Customer feedback on the functionality of the Cochrane Library is welcomed; [see information](#) on how to contact Wiley customer services. Wiley and Cochrane monitor the feedback, and from time to time, significant issues are raised. There are two issues at the moment that may particularly impact users, including the Cochrane community, and we are providing a summary of these issues. Should you have any questions or concerns about these, please do contact David Hives, Cochrane Production Manager, Wiley ([dhives@wiley.com](mailto:dhives@wiley.com)).

### 1. Search index problem for some Cochrane Reviews

There is a search index problem on the Cochrane Library, affecting some Cochrane Reviews (not CENTRAL records) published since April 2017 or any that have a 3-digit year date instead of a 4-digit year date. This results in some newly published reviews and protocols in the Cochrane Database of Systematic Reviews (CDSR) not being returned in search results and/or the links go older versions of the article. All Cochrane Reviews and protocols are available via the browse options or via the table of contents. [More details](#)

### 2. Review group filter not finding all reviews

**There is an issue with the Search Limit “By Review Group” in the Advanced Search of the Cochrane Library.** This means that new citation versions of Cochrane Reviews and protocols (not CENTRAL records) will not be found using a Review Group Search Limit. [More details](#)

The issue with the ‘**New**’ tag being removed for CENTRAL records has now been resolved. You can read more about this [here](#).

## 12. Next steps for Cochrane Membership: an update for Cochrane Groups

### Key messages

We are writing to everyone in Cochrane for two reasons:

- For those eligible, we want them to activate their membership status
- We want everyone to opt in to receiving communications from us in future

All Group staff are eligible for membership, please activate yours as soon as you receive the message from us.

Please see [this webpage](#) for comprehensive information so that you are aware what is going on in case anyone comes to you with concerns.

## 13. Learning from the changes in the Consumers and Communication Group processes

Dr. Sophie Hill, Co-ordinating Editor of the Consumers and Communication Group has shared an overview of some of the changes in her Cochrane Group so that others in the Cochrane Community can learn from them. You read about these important changes and be inspired about improvements to your CRG [here](#).

## 14. More Cochrane Community news posts and blogs

- [Upcoming events](#)
- [Several positions within Cochrane are currently advertised](#)
- [Listen to the latest episodes of The Recommended Dose podcast](#)