



GEMs Program Qualifications & Requirements

Program Name: _____

Program Size: _____

Qualifications:

- Must be a current **FPIN member with GEMs writing benefits**
- Must have a **GEMs Local Editor**.

Requirements:

- Commit to a **1-year plan** of being a GEMs program.
- Understand there is a **limit** to the number of GEMs your program can author. A GEMs program can only author the same number of GEMs as its largest class size (ie, an 8x8x8 program can author a maximum of 8 GEMs per year)
- Participate in **calls** with the GEMs Editor-in-Chief and the GEMs Project Manager. Frequency of these calls can be worked out between FPIN and your program.
- Adhere to **GEMs authorship policy**. Most GEMs will be authored by ONE author – which can be a resident or a faculty member. Faculty Local Editors who find themselves contributing significantly to the work can also be listed as an author so long as they attest to meeting the authorship requirements as outlined in [Section 2 of ICMJE's Authorship Policy](#). Therefore, the maximum number of authors on any GEM is **TWO**.
- Pledge that the local GEMs editor will review **ALL** authors' work from his/her institution within FPIN's editorial management system.
- Promise to **peer review** the same number of GEMs as is being authored at your institution.

GEMs Local Editor Name and Title: _____

Email Address: _____

Date completed: _____

GEMs Local Editor

Role and Expectations

FPIN's philosophy as an organization is to develop family physicians who possess strong evidence-based medicine knowledge, critical appraisal, and writing skills. Our goal is for every FPIN author to begin sharpening these skills through the Good Evidence Matters (GEMs) project. GEMs is ideal for residents or faculty new to the critical appraisal and publication process. This project is perfect for authors that have some early experience in critical appraisal (such as the PURLs Journal Club) and can use this writing experience as a building block to author FPIN's HelpDesk Answers (HDAs).

The purpose of this document is to outline the role of a GEMs Local Editor so that your program can self-identify a person who can take on this integral function. Local Editors within this project are critical as they serve as the first reviewers of a GEM manuscript written by either residents or peers at their program. Their role is to work with author(s) locally and provide feedback before it is submitted to FPIN's editorial team for review. Please read through the document below and identify a faculty member who will fulfill this role at your program. This form must be signed and returned to FPIN to be kept on file.

A GEMs Local Editor must:

1. Ensure that authors have adhered to the **GEMs Author Instructions**
2. Ensure that the **GEMs table** and **critical appraisal forms** are completed and accurate upon submission
3. **Review and edit** manuscripts through FPIN's editorial management system
4. Provide a **positive** educational experience for the author team at your program. This includes providing feedback in a timely manner and guiding author(s) with any necessary revisions.
5. Participate in recurring **calls** with FPIN

A GEMs Local Editors must have:

- Knowledge and expertise in critical appraisal and evidence-based medicine concepts.
- Basic comfort level with technology in order to work within FPIN's editorial management system
- Excellent attention to detail
- Ability to provide critical feedback in a constructive manner

GEMs Local Editor Name and Title: _____

Email Address: _____

Date completed: _____