Procedure

WASHINGTON Medical Commission
Licensing. Accountability. Leadership.

Review procedure for Update!, the quarterly newsletter of the Washington Medical Commission

Introduction

The Washington Medical Commission (Commission) produces a quarterly newsletter which informs the practitioners in the State of Washington on topics relevant to allopathic medical practice. The Commission recognizes that such specialized information requires knowledgeable oversight. To maintain the informational integrity of the Commission newsletter, the Commission appoints an Editorial Board to oversee and approve content and guide publication according to the wishes of the Commission. The Commission maintains all editorial control and review processes internally.

Background

The Commission has historically published a newsletter containing relevant information for physician and physician assistant licensees in the State of Washington. The content of the newsletter is specialized and relating to standard of practice, trends in practice, and alerts targeted at medical practitioners licensed with the Commission. The intent is to inform practitioners in Washington of acceptable clinical practice standards and trends. With such specialized information being prepared for publication and distribution to the practitioner population, the Commission established steps to maintain acceptable oversight and informational accuracy.

In response to the re-launch of the newsletter in 2011, the Commission established an Editorial Board composed of no less than four Commission members, three clinical members and one public member, to oversee the content and development on behalf of the Commission. One staff member was designated the Managing Editor.

The approval of the newsletter comes from the Commission Editorial Board, and the Executive Director. Final Review of the content is conducted by the Editorial Board, and the Managing Editor. Any specialized content relating to a specific business unit within the Commission is reviewed by the manager of that specific unit.

Conclusion

To maintain the informational integrity of the Commission newsletter, the Commission appoints an Editorial Board to oversee and approve content and guide publication according to the wishes of the Commission. The Commission maintains all editorial control and review processes internally.

Procedure

During the course of the production process, the Managing Editor will collect content ideas from senior management meetings, Medical Commission meetings, case reviews, and other resources as needed. Once these topics are assembled the review and approval process begins.

1. The Managing Editor submits a content list to the Editorial Board for approval.
   a. Content is listed by recurring content and new content, with proposed authors specified.
   b. The Chair of the Commission, the Executive Director, are copied on this communication.
2. Once the proposed content is approved by the Editorial Board it is developed under the direction of the Managing Editor.
   a. Development includes assignment, scheduling, and other functions as necessary. The Managing Editor has discretion during the development phase to assign, reassign, and edit content prior to being submitted to the Editorial Board.
3. Once content has been assembled, the Managing Editor conducts a review to reasonably ensure plain talk standards are met.
4. Non-standard content or content of a clinical and/or policy nature is forwarded to the Editorial Board for review and potential changes.
5. After content editing and approval, the newsletter goes through the layout process.
6. Once layout is complete, the Managing Editor conducts a review of the standard information and layout in an effort to correct any formatting or aged contact data.
7. The Managing Editor submits the completed newsletter as a PDF to the Editorial Board.
8. The final PDF copy of the newsletter is posted to the Medical Commission homepage and publications page.
9. The Managing Editor sends the newsletter PDF and link to the online edition through the Medical Commission Newsletter Listserv when the document is posted to the website.

Additional Information

To maintain the integrity of the Listerv, only newsletter related contest should be distributed through the listserv. To ensure the newsletter is timely and relevant, the entire production process, from topic collection to printing, should take no more than six weeks. Four of these weeks should be devoted to content development, one to layout, and one to the printing process.

Date of Adoption: June 30, 2017

Reaffirmed / Updated: April 9, 2021.

Supersedes: MD2013-01