



Canadian Association of Psychosocial Oncology
Association Canadienne d'Oncologie Psychosociale

CAPO LIFETIME ACHIEVEMENT AWARD

Terms of Reference

Approved January 9, 2018

Revised October 26, 2020

This Award recognizes exceptional and enduring career contributions to Psychosocial Oncology. The Lifetime Achievement Award replaces the original CAPO Award of Excellence. The winners of the original CAPO Award of Excellence are ineligible to receive the Lifetime Achievement Award

Award Coordination

- Managed by the CAPO Awards Committee and CAPO Head Office.
- Call for Nominations released by no later 120 days before the annual conference.
- Nomination deadline is no later than 3 months before the annual conference or as determined by the committee.
- Review, approval and confirmation of winners by no later than 45 days before the annual conference.
- Presented annually (if suitable candidate) at the CAPO Conference.
 - Are awarded a trophy/plaque at the CAPO Conference. Award production managed by the CAPO Head Office.
- A Review Panel will be formed to select the award winner.

Eligibility:

- This award shall be presented to recognize a CAPO member, in the opinion of the Awards Review Panel and the Board of Directors of the association, has made exceptional and enduring career contributions to Psychosocial Oncology.
- Eligibility is limited to members in good standing of CAPO (for at least 2 years prior to the nomination).
- Award recipients must register and attend the annual CAPO conference (in person or virtually) in order to be eligible.

To nominate an individual:

- Nominators do not need to be CAPO members. It is the responsibility of the nominators to obtain permission from the nominee to put their name forward for the award.

- Application for the award will consist of a curriculum vitae or resume of the nominee, together with a letter of nomination and one letter of reference from individuals familiar with the nominee's contributions. The letter of nomination will specifically state why the nominee is deserving of the award by providing evidence for how the individual has, over the course of their career, given exceptional and enduring career contributions to Psychosocial Oncology in the areas of research, education, clinical practice, and/or policy.
- Nominations will be submitted to the Chair of the Awards Committee.
- Nominations and supporting documentation can be submitted in either French or English.
- If no suitable recipients are nominated, no award will be given.
- There is no monetary value to this award.

Review Panel:

1. Annually the Awards Committee will form an Award Review Panel (s) for all awards.
2. The Award Review Panel shall endeavour include:
 - Five individuals called from:
 - A member from the CAPO Education Committee, the CAPO Clinical Practice Committee, CAPO Research Committee and the CAPO Awards Committee.
 - Additional representatives will be invited to participate, drawing from past award winners and the Patient/Family Representatives.
 - Panelist must declare conflicts of interest (e.g. working at the nominee's institution, previous research collaboration with the nominee) and should abstain from votes in which they would have difficulty being objective.
3. The panel will be responsible for reviewing submissions and recommending winners, the winners being determined by the nominee with the majority of votes for that award.
4. In the event of a tie vote, the last three CAPO past presidents, excluding the immediate past president (who are clear of any conflict of interest) will review the tied nominations and vote amongst themselves to select a winner.
5. The panel will recommend the award recipients to the Board of Directors.