



Canadian Association of Psychosocial Oncology
Association Canadienne d'Oncologie Psychosociale

CAPO Award of Excellence Terms of Reference

Approved: January 9, 2018

1. CAPO Award for Research Excellence
2. CAPO Award for Clinical Excellence
3. CAPO Award of Education Excellence

Award Coordination:

- Managed by the CAPO Awards Committee and CAPO Head Office.
- Call for Nominations released by no later than 120 days before the annual conference.
- Nomination deadline is no later than 75 days before the annual conference.
- Review, approval and confirmation of winners by no later than 45 days before the annual conference.
- Presented annually (if suitable candidates) at the CAPO Conference.
 - Are awarded a trophy/plaque at the CAPO Conference. Award production managed by the CAPO Head Office.
- Are open to CAPO members to be nominated.
- A Review Panel will be formed for all awards each year.

CAPO Award for Research Excellence (note – branded CIHR for 2018)

This award shall be made to recognize a CAPO member who, in the opinion of the Awards Review Panel and the Board of Directors of the association, has made a significant research contribution to Psychosocial Oncology. The recipient of this award must meet the following criteria:

1. Whose research has substantially enhanced the knowledge base of psychosocial oncology;
2. Whose research demonstrates originality and innovative contributions to the field, or to the research method;
3. Whose research has been supported by national research funding agencies, and has been frequently published in peer-reviewed journals;
4. Who demonstrates evidence of dissemination at national and/or international conferences.
5. Has been a member of CAPO for at least two years.
6. Individuals who have received a CAPO Lifetime Achievement Award are ineligible for this award. Note: Individuals who received the CAPO Award of Excellence prior to 2009 are ineligible for this award.
7. The nomination will be strengthened by one or more of the following:

The recipient of the award has:

- served on provincial, national, or international research committees;
- served as a grants reviewer and/or panel chair for provincial and national research funding agencies;
- served as a peer reviewer of research manuscripts for oncology journals; and
- assisted in the organization of research conferences by serving as a conference chair, member of the scientific committee, and/or abstract reviewer.

To nominate a CAPO member:

- 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 contributed to the enhancement of psychosocial oncology in Canada, through their scientific and research endeavors, clinical practice, or education or policy (depending on award they are being nominated for).
- 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 these awards.

CAPO Award for Clinical Excellence

This award shall be presented by the Awards Committee and the Board of Directors of the association to a CAPO member in recognition of outstanding clinical contributions to the field of psychosocial oncology in Canada.

1. The recipient will have made his or her contributions as a practitioner in applied psychosocial work in oncology;
2. Nominees must be registered or licensed to practice in their field, and have been practicing in the field of psychosocial oncology for a minimum of 5 years;
3. Nominees must demonstrate outstanding clinical contributions to psychosocial oncology. The award focuses on the distinctive contribution made in providing or developing services to patients and families; and/or in clinical supervision of others.
4. Individuals who have received a CAPO Lifetime Achievement Award are ineligible for this award. Note: Individuals who received the CAPO Award of Excellence prior to 2009 are ineligible for this award.
5. Has been a member of CAPO for at least two years.

Innovation and sustained successful clinical service should be what distinguishes the recipient of this award.

To nominate a CAPO member:

- 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 contributed to the enhancement of psychosocial oncology in Canada, through their scientific and research endeavors, clinical practice, or education or policy (depending on award they are being nominated for).
- 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 these awards.

CAPO Award of Education Excellence

This award shall be made to recognize a CAPO member who, in the opinion of the Awards Review Panel and the Board of Directors of the association, have made a significant contribution to education and training in psychosocial oncology in Canada. The recipient of this award must meet the following criteria:

1. Whose influence on psychosocial education and training has been exercised through excellence and/or leadership as a teacher;
2. Whose work as a teacher, supervisor and/or administrator has influenced the methods and settings utilized in education and training, in ways of significant benefit to psychosocial oncology;
3. Whose scholarship or accomplishments in education and/or training has brought about changes or enhanced the knowledge base in these areas.
4. Individuals who have received a CAPO Lifetime Achievement Award are ineligible for this award. Note: Individuals who received the CAPO Award of Excellence prior to 2009 are ineligible for this award.
5. Has been a member of CAPO for at least two years.

In whatever form the individual's contributions are regarded as distinguished, the impact of the work shall have been on education and training in psychosocial oncology in Canada.

To nominate a CAPO member:

- 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 contributed to the enhancement of psychosocial oncology in Canada, through their scientific and research endeavors, clinical practice, or education or policy (depending on award they are being nominated for).

- 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 these awards.

Review Panel:

1. Annually the Awards Committee will form a Award Review Panel (s) for all awards.
2. The Award Review Panel shall include:
 - Five individuals
 - One member each from the CAPO Education Committee, the CAPO Clinical Practice Committee and the CAPO Research Committee. Two 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.