



Canadian Association of Psychosocial Oncology  
Association Canadienne d'Oncologie Psychosociale

## **CAPO Innovation Award Terms of Reference**

Approved January 9, 2018  
Revised October 26, 2020

The CAPO Innovation Award honours the development of quality improvement and innovative clinical, educational, or organizational initiatives aimed at enhancing the performance of psychosocial cancer care or cancer prevention. Award submissions will be rated based on originality and scope, impact of initiative on processes, impact of initiative on stakeholders, meaningfulness, value for money and sustainability.

### **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**

- The nominees may be an individual or a team of individuals working within psychosocial cancer care or prevention.
- Eligibility is limited to members in good standing of CAPO (in cases of teams of individuals, at least one team member must be a members in good standing of CAPO).
- Award recipients must register and attend the annual CAPO conference (in person or virtually) in order to be eligible.

### **Application Criteria**

- Nominator must be a CAPO Member (Regular, Affiliate, Retired) in good

standing.

- Application for the award will consist of:
  - A confidential letter of nomination from the nominator.
  - One letter of support from other individuals to whom the nominee(s) is known, also specifying why the nominee(s) meet(s) the award description above (supporters need not be CAPO members).
  - Complete curriculum vitae, with details of specific termination dates of degrees and post-graduate training. In cases of a team nomination, a complete CV of the team lead(s).
  - Statement from the nominee(s), not to exceed 500 words, highlighting significant accomplishments in the area of psychosocial oncology (research, clinical or education).

### **Application Process**

- Complete nomination packages will be submitted electronically to the Chair(s) 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.
- Awards will be presented annually at the CAPO conference.

### **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.