



CSHP Board and Branch Reference Manual

CATEGORY: 4.4 Awards	PAGES: 6
NUMBER: 4.4.1	EFFECTIVE: October 2019
TITLE: Awards Policy	REVISED:

INTRODUCTION

Through its awards program, CSHP recognizes and celebrates innovation, excellence, collaboration, and contribution to CSHP and the practice of pharmacy.

The purpose of this policy is to provide direction regarding the types of awards CSHP provides to its members at both the national and branch levels. To that end, the policy also outlines the responsibilities of the CSHP bodies that are involved in the granting of awards.

This policy applies to CSHP National and all its branches. Questions regarding this policy and procedures should be directed to CSHP National.

POLICY

General

All awards granted by CSHP must align with CSHP's mission and values.

All awards are offered annually. If none of the candidates nominated are deemed qualified, the award will not be conferred in a given year.

The national Awards of Excellence and Distinguished Service Award are bestowed in recognition of achievement that is national in scope, with criteria reflecting that scope.

Branch awards are bestowed in recognition of achievement that is Branch or regional in scope, with criteria reflecting that scope.

Branch awards shall not use the name "Awards of Excellence" or "Distinguished Service Award," unless clearly indicating that they are branch awards.

Award names should not include the names of sponsors, other than in the following format: "XYZ Award, sponsored by ABC."

The following constitute the awards and honours given nationally:

- a) Honorary membership – one per year
- b) Distinguished Service Award– one per year
- c) Awards of Excellence – three per year



CSHP Board and Branch Reference Manual

The following table outlines responsibility for determining and approving various aspects of the CSHP Awards Program:

Award	Number of awards	Criteria (develops)	Criteria (Approves)	Selection committee
Honorary Membership	Bylaw Section 3.1.1	Bylaw Section 3.1.1	Bylaw Section 3.1.1	Board
Distinguished Service Award (DSA)	Board	Awards committee, in consultation with past DSA winners.	Awards Committee	Past Recipients of the DSA, Executive, and Fellows (FCSHP) Recognition Committee
Awards of Excellence	Board, on recommendation of Awards Committee	Awards Committee	Awards Committee	Awards Committee
Branch Awards	Branch Council	Branch Council/ Branch Awards Committee	Branch Council/ Branch Awards Committee	Branch Awards Committee

Eligibility and criteria

- a) All Members and Individual Supporters are eligible for awards offered by CSHP unless a conflict of interest is identified.
- b) Awards Committee members are eligible for awards but cannot be involved in the award review or selection process in any way.
- c) The criteria for awards should be reviewed at least every 5 years.
- d) The criteria and eligibility for each award is publicly available on the CSHP website or the relevant branch website.

Consent

- a) Consent is presumed when a nominee is self-nominated. When a person is peer nominated for an award, consent must be received from the nominee(s). Consent will be confirmed during the review process or when the award winner is notified.
- b) All Members or Individual Supporters who are nominated for a team award must provide consent.
- c) Nominees will be notified that the award and/or award ceremony is sponsored during the consent process.



CSHP Board and Branch Reference Manual

Posthumous Recognition

- a) Peer nominations will be accepted up to 18 months after the death of the nominee.
- b) Awards will be posthumously presented for any pending recipients who die before the awards presentation.

Review and Selection

- a) The review and selection process will be impartial and involve a 2-step process consisting of an administrative process and an assessment of merit. Where possible, the assessment of merit process includes the blinding of the submissions to facilitate impartiality.
- b) Members of review or selection committees must abide by the [CSHP Conflict of Interest Policy](#). In particular, review/selection committee members must
 - i. be aware of the nature, diversity, and prevalence of conflict of interest
 - ii. disclose potential and actual conflicts of interest to the appropriate authority, and when necessary, remove him/her from the voting process
 - iii. exercise their best judgement to further the interests of the Society; this judgement must be exercised in light of all the experiences, perspective, and expertise of the stakeholders
- c) The review and selection process is publicly available on the CSHP website or the relevant branch website.

Prizes

The prizes presented for each award shall be determined by their respective governing body.

Awards Events

- a) The national awards ceremony typically occurs during CSHP's Professional Practice Conference (PPC). In the event that scheduling is not possible, alternate arrangements may be made. The event(s) may or may not be sponsored and recipients will be advised accordingly.
- b) The location and timing of the branch awards events are determined by the relevant branch.

Sponsorship

The sponsor has no influence on the awards program (peer nomination or application processes, selection process, or the awards event).

DEFINITIONS

National Awards Program

CSHP's National Awards Program promotes excellence in the practice of pharmacy throughout hospitals and other collaborative healthcare settings. Awards are presented annually to Members and Individual Supporters who have made a significant contribution to the improvement of pharmacy services through innovations and developments in the field, original research, scholarly papers or publications.

Branch Awards Programs

CSHP's branch awards programs celebrate the outstanding achievements of branch members and recognize significant branch or regional contributions.



CSHP Board and Branch Reference Manual

Honorary Membership

Honorary Membership is bestowed upon Members who have been elected by two thirds majority of the entire membership of the Board in recognition of an outstanding contribution to the advancement of hospital pharmacy or a related healthcare field. The status of Honorary Member shall be granted for life, subject to the provisions of Bylaw No. 1., article 3.6, and shall be exempt from payment of membership fees.

Distinguished Service Award (DSA)

The Distinguished Service Award (DSA) is given, in recognition of outstanding achievement in hospital pharmacy practice, to a CSHP member who has held membership (including student membership) for a minimum of 15 cumulative years and who has been practicing for a minimum of 20 cumulative years. It is awarded for significant ongoing contributions to hospital pharmacy practice and to CSHP at the branch level (including APES) but primarily at the national level.

Awards of Excellence

The Awards of Excellence were introduced during the 2019-2020 awards term to update national award offerings and to bring increased viability, award prestige, and alignment with CSHP's mission and values. Three awards are offered in this category: Excellence in Pharmacy Practice – Interprofessional Collaboration; Excellence in Pharmacy Practice – Leadership; and Excellence in Pharmacy Practice – Patient Care.

PROCEDURES

Award Selection

The review and selection group are advised to do the following to promote impartiality:

- review the process and criteria at the start of the administrative process and assessment of merit steps;
- ask for declaration of a perceived or real conflict of interest;
- where possible, create a scoring template to assess the nomination or application against the award criteria.

A. Branches

Each Branch will determine the method for selecting the winner(s) of the awards it administers. The process should be transparent and available on the branch website, or on request by branch members.

B. National

1. Honorary Membership: refer to the [Honorary Membership Policy](#)
2. Distinguished Service Award
 - a. Awards Administrator and Awards Committee Chair will review all nominations to ensure they meet submission requirements
 - b. The selection committee is tasked with selecting the winner via secret ballot
 - c. Positional voting will be used:
 - i. 50% of eligible voters must cast a ballot in order for the vote to be considered valid



CSHP Board and Branch Reference Manual

- ii. Voters will be asked to rank their top three candidates in order of preference. If there are more than three candidates, only the top three will be ranked
 - iii. Points will be assigned as follows: 10 points for 1st, 5 points for 2nd, 1 point for 3rd, and zero points for unranked candidates
 - iv. If voters feel that a candidate does not meet the award criteria, that candidate should be left unranked
 - v. If voters feel that none of the candidates meet the award criteria, the option, “No Award” should be checked, and all candidates should be left unranked.
 - vi. If there is a tie between two or more candidates, a second vote is conducted with only those candidates on the ballot
3. Awards of Excellence
- a. Awards Administrator reviews all nominations to ensure they meet submission requirements
 - b. Awards Committee evaluates the strength of the submissions and assigns appraisers to eligible submissions
 - c. Appraisers are matched to projects based on submission content and appraiser area(s) of expertise, ensuring no conflicts of interest
 - d. Submissions undergo a blinded peer review process. Submissions are evaluated against predetermined criteria, and a numeric value is assigned to each submission
 - e. Awards Committee averages the numeric totals for each submission. The submission with the highest average rating is considered for award
 - f. If there is a tie between two or more submissions, a tie-breaking procedure will be used.

Sponsorship

Refer to the [Sponsorship Policy](#)

Prizes

A. Branches

Each branch determines the prize(s) for the award(s) it administers.

B. National

1. National award winners are provided registration, accommodation, meals, and travel to the award event:
 - a) Honorary members: if the presentation is made at PPC, the recipient receives full conference registration, travel, up to two nights' hotel accommodation, and up to two days' meals (if not included in the PPC registration)
 - b) DSA recipients receive full conference registration, travel, one nights' hotel accommodation, and one days' meals (if not included in the PPC registration);
 - c) Awards of Excellence winners receive one day conference registration, travel, one nights' hotel accommodation, and one days' meals (if not included in the PPC registration).
 - i. For team prizes, these benefits are extended to one eligible team member
 - d) The award prize(s) do not include a cash prize.



CSHP Board and Branch Reference Manual

Additional Opportunities to Recognize Award Winners

1. Distinguished Service Award
 - a) TBA – details to be worked out with ESC and CJHP
2. Awards of Excellence
 - a) Award winners will be asked to prepare an abstract of their project, which will be published in the *CJHP* and the PPC program.
 - b) Award winners will present their award-winning project during an appropriate education session during PPC.

RELATED POLICIES

Bylaw / Conflict of Interest / Sponsorship / Honorary Membership