



Fellow of the Hematology/Oncology Pharmacy Association (FHOPA)

Application Guidelines

Purpose

The HOPA Fellow program will recognize excellence in oncology pharmacy. Fellow designation (FHOPA) will be awarded to individuals who have made sustained contributions to HOPA and who have also demonstrated exceptional performance in oncology pharmacy.

Governance

The FHOPA designation will be administered by the HOPA Recognition Committee according to the policies and procedures established by the board of directors.

Function & Responsibilities

1. Recognition Committee will perform a comprehensive evaluation of service to HOPA as well as practice and research accomplishments of each Fellow candidate based on information submitted in the candidate application.
2. The Recognition Committee will meet remotely to develop recommendations for a class of Fellows each year.
3. A list of recommended Fellows is sent to the HOPA Board of Directors for final approval.

Designation of FHOPA Status

Each candidate who is found to have satisfied the minimum eligibility requirements and a demonstrated a commitment to HOPA; practice contributions to the field of hematology/oncology pharmacy; participation in original research; and volunteer service or philanthropic activities shall be awarded the designation of *Fellow of the Hematology/Oncology Pharmacy Association* (FHOPA).

Criteria for Recognition

Minimum Eligibility Criteria

Candidates must satisfy each of the minimum requirements below to be considered eligible for Fellow status.

1. Member of HOPA for a minimum of 10 years
 - Verified by staff
 - As of date of nomination
 - 10 year HOPA membership may include 1 year of PGY2, excluding associate and student memberships.
2. Members of the Recognition Committee and Board of Directors are not eligible for consideration during his/her term.

3. Nomination letters from two full HOPA members. (Nomination letters from the HOPA Board of Director or Recognition Committee members will not be considered.)

Additional Eligibility Criteria

In addition to meeting the minimum eligibility criteria, candidates are expected to demonstrate further contributions to HOPA. Please note, while a minimum is required for Fellow status, it is not necessary to fully satisfy all criteria listed under the **Contributions to HOPA section**.

****It is the responsibility of the applicant to determine the appropriate section to report each activity. Individual activities may not be listed in multiple sections.****

1. Contributions to HOPA (Minimum required: 25 points, Maximum Allowed: 50 points)

Interpretation: the candidate is expected to demonstrate a high level of professionalism and commitment to HOPA. The following may be submitted as documentation of sustained contributions to HOPA:

- A. Presentations at HOPA-sponsored meetings (highlight up to 15)
 1. As primary or senior author for posters (1 point) Co-author (0.25 points)
 2. Presenter
 1. Live CE presentation (e.g., Annual Meeting) (3 points)
 2. Web-based CE presentation (doesn't include encore) (2 points)
 3. Journal Club (1 point)
 4. BCOP presentation at HOPA (4 points)
 5. John Kuhn Lecture (10 points)
 6. HOPA Core Competency Course (3 points/contract period)

Note: presentation may not be counted here and in Section 2, choose one or the other as applicable

- B. BCOP Review Course (9 points/contract period – 3 points per year of participation)
- C. Reviewer for HOPA professional development, research activity, or other HOPA activity other than that which is part of a normal duty as a HOPA committee/workgroup/task force member (1 point per review activity)
- D. Contributions to HOPA publications (Newsletter, Scope, Standards, JHOP as of March 2020) (highlight up to 15)
 1. Author/editor (note medical writer must not have been used in development)
 1. Primary/lead author/editor (full-length publication; e.g., scope, standard) (2 points)
 2. Co-author (full-length publication; e.g., scope, standard) (1 point)

3. Primary author (short-length publication; e.g., newsletter article) (1 point)
 4. Co- author (short-length publication; e.g., newsletter article) (0.5 points)
2. Reviewer
 1. Full-length publication; e.g., scope, standard (1 point)
 2. Short-length publication; e.g., newsletter article) (0.5 points)
- E. Service as a committee member or leader (not as a Board liaison)
1. Committee chair (2 points per year)
 2. Committee vice-chair (1.5 points per year)
 3. Committee member (1 point per year)
- F. Service on the board of directors
1. Presidential term (includes president-elect and past-president term) (3 points per year/9 points full term)
 2. Other Board of Directors term (2 points per year/ 6 for full term)
- G. Service towards health policy advocacy initiatives (not as Board Liaison)
1. Represented HOPA at Hill day, in-person (1 point)
 2. Represented HOPA at Hill day, virtual (0.75 points)
 3. Represented HOPA at external meeting related to Health Policy (1 point)
- H. Service on work group or taskforce (not as Board Liaison)
1. Work group or taskforce leader (2 points)
 2. Work group or taskforce member (1 point)
- I. Awards
1. Award of Excellence (3 points)
 2. Leadership Award (2 points)
 3. Literature Award - Pharmacy Practice (1 point)
 4. Literature Award - Basic Science and Clinical Research (1 point)
 5. New Practitioner Award (1 point)
 6. Patient Advocacy Award (1 point)
 7. Technician Award (1 point)
 8. Volunteer Award (1 point)
 9. DEI Award (1 point)
- J. Other (e.g. founding members, collaborations)
1. Founding HOPA member (2 points)
 2. Participant at HOPA strategic planning (not as part of Board or chair duties) (1 point)
 3. HOPA Poster Reviewer (0.25 per year; 2 points maximum)
 4. HOPA Ambassador (0.5 per year; 2 points maximum)
 5. HOPA Mentor (0.5 points per year; 3 points maximum)
 6. HOPA Annual Conference Buddy (0.25 points per year; 2 points maximum)
 7. Other collaborations or contributions (e.g. participating as HOPA representative in a collaboration; facilitating endorsement by

HOPA of another organization's guidelines) (0.25-2 points as determined by reviewers)

**2. Practice contributions to the field of hematology/oncology pharmacy
(Maximum of 30 Points)**

Interpretation: Each candidate is expected to demonstrate a commitment to the development of and growth to the field of hematology/oncology pharmacy. The following may be submitted as documentation of contributions to the field:

- A. Examples of patient care service or educational programs developed by the nominee (up to 4 points TBD by reviewers, depending on uniqueness/innovation and on impact [i.e., local vs. national])
 - 1. Unique and/or innovative (Applies to both 1 & 2)
 - 2. Local/regional/national/international
- B. Certifications or other credentials earned; drug therapy management responsibilities (Board certification of oncology pharmacy, 1 point; 0.5 points per certification other,)
- C. ACPE-accredited educational presentations at a professional meeting or ACPE-accredited online activity (highlight up to 15) (0.25 points for local presentation; 0.5 points for state presentation; 1 point for national/international presentation)
- D. Service to hematology/oncology-related publications (highlight up to 15)
 - 1. Primary or senior author (0.5 points for non-peer reviewed; 1 point for peer reviewed)
 - 2. Co-author (0.25 points for non-peer reviewed; 0.5 points for peer reviewed)
 - 3. Reviewer (0.5 point per journal)
 - 4. Editorial board member (1 point per journal)
 - 5. Editor (1.5 points)
- E. Professional awards (0.5 points for local/state awards; 1 point for national awards)
- F. Health Policy Advocacy (legislative or regulatory; state or national; related to the profession but not HOPA activities) (0.5 points per activity)
- G. Training contributions (maximum of 15 points)
 - 1. Students (0.25 points per student)
 - 2. Residents (0.5 points per resident; can include all types of pharmacy residencies; 1 additional point for serving as a program director)
 - 3. Fellows (0.5 points per fellow; 1 point for serving as fellowship director)
 - 4. Other professionals (0.5 points)
 - 5. Certification or accreditation of programs (0.5 points)
 - 6. Lectures (0.25 points per incident)
- H. Formal contributions to Hem/Onc Professional Organizations (ASBMT, JADPRO, ASCO, ASH, etc) (up to 2 points depending on the nature of submission)

- I. Other (e.g. facilitating alliances with other organizations, service to BPS or BCOP item writing sessions, consultant-ships) (up to 2 points depending on the nature of the submission)

3. Original research (*Maximum of 15 Points*)

Interpretation: Each candidate is expected to be involved in original research. The following may be submitted as evidence of original research:

- A. Presentations (abstracts, posters)
 1. International/National (e.g., ISOPP, ASCO, ASBMT) (1 point per presentation as primary author; 0.5 points as co-author)
 2. State (0.5 points per presentation as primary author; 0.25 points as coauthor)
- B. Funding (points represent per grant)
 1. Government (4 points as PI, 1 point Co-I)
 2. HOPA Research Grant (3 points as PI, 1 point Co-I)
 3. Foundation (2 points as PI, 1 point Co-I)
 4. Industry (2 points as PI, 1 point Co-I)
 5. Intramural (1 point as PI, 0.5 points Co-I)
- C. Original Research Publications (refereed only)
 1. Primary or senior author (1 point per publication)
 2. Co-author (0.5 points per publication)
- D. Other publications
 1. Book, primary author (3 points)
 2. Book, co-author (2 points)
 3. Book editor (1 point)
 4. Book chapter (1 point)
 5. Review article (1 point)
 6. Case report/other short publication (0.5 point)
 7. Editorial (0.5 point)
 8. Letter to the editor (0.5 point)

4. Volunteer service or philanthropic activities (*Maximum of 5 Points*)

Interpretation: Each candidate is expected to contribute to the profession through volunteer service or philanthropic activities related to hematology/oncology (eg, American Cancer Society, Susan Komen Foundation, Leukemia and Lymphoma Society). Monetary donations are not considered volunteer service. The volunteer service or philanthropic activities may be in any of the following areas:

- A. Profession
 1. Leadership position in philanthropic organizations (4 points)
 2. Recognition from pharmacy organizations on philanthropic activities (2 points)
 3. Other (at discretion of reviewer)
- B. Patients (points given per activity)
 1. Organizing a patient service program (3 points)
 2. Organizing a fund-raising event (3 points)

3. Participation in patient service programs (1 point)
 4. Institutional or community activity (1 point)
 5. Participating in a philanthropic fund-raising activity (eg, HOPA Fun Run, Race for the Cure) (1 point)
 6. Other (at discretion of reviewer)
- C. Cancer care community (points given per activity)
1. Receiving any national recognized philanthropic award (4 points)
 2. Documented activities with national cancer care organizations (1 point)
 3. Other (at discretion of reviewer)

Note: Maximum number of points = 100; minimum points to be considered for FHOPA designation = 75.