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| Policy No. 1.2 : Title of Policy: <b>IFSHT Lifetime Achievement Award</b>  |                         |
| Origin: Peggy Boineau and Nicola Goldsmith   |                         |
| Developed:   | Reviewed: <i>(date)</i> |
| Revised: <i>(date)</i>   |                         |
| Governing Authority: EXCO  |                         |
| References:  |                         |
| Corresponding Policy: Lifetime Achievement Award Scoring Criteria,<br>Job Description-IFSHT Lifetime Achievement Award Committee<br>Member |                         |

**Purpose:** To describe the selection and award process for the Lifetime Achievement Award.

**Policy:** At each Triennial Congress the IFSHT awards the Lifetime Achievement Award to recognise occupational therapists (OT) or physio-/physical therapists (PT), alive or posthumous, who have made an outstanding contribution to hand therapy internationally.

#### **Procedure:**

- 1) Eligibility: The following criteria should be assessed when considering a Lifetime Achievement Award nomination. Nominations should reflect a therapist's contribution to a minimum of two of these categories:
  - a) Exceptional ability to teach and train therapists in the specialty of hand therapy.
  - b) Involvement in outreach programmes, of significant importance, beyond the home country.
  - c) Significant contributions to hand therapy research in anatomy or basic sciences.
  - d) Significant contributions to hand therapy research.
  - e) Publications in peer-reviewed journals which substantially add to the knowledge base of hand therapy.
  - f) Publication of chapters and/or books which made major contributions to the knowledge base of hand therapy.
  - g) Visiting Professorships and invitations to lecture internationally.
  - h) Evidence-based and clinically important presentations at international meetings.
  - i) Preparation of video programs, manuals, books or other materials for teaching purposes beyond the borders of the nominee's home country.
    - i) Development of equipment and processes for clinical use or academic programmes with a reach beyond the nominee's home country.
  - j) Extensive service to promote hand therapy through volunteer organisations with global impact.

- k) Exceptions:
  - i) No current member of the IFSHT Executive Committee may be nominated.
  - ii) No current member of the IFSHT Awards Committee may be nominated.

2) Process of nomination

- a) Nominations are submitted by an IFSHT full member society.
- b) An individual may submit the application form to the sponsoring Hand Therapy Society of the nominee. The sponsoring hand therapy society must agree that a nomination is appropriate according to the guidelines.
- c) Nominations are written with the assistance of the nominee (if living).

3) Documentation: The nominating society sends the following documents.

- a) Abbreviated *curriculum vitae*, (three pages maximum), to highlight the accomplishments that best represent qualification for this award.
- b) Complete list of publications, international lectures, invited presentations.
- c) Letter of verification from the respective Full Member Hand Therapy Society confirming that the nominee is an OT or PT in good standing within the society.
- d) Photo of the nominee which may be used in a presentation at the Congress as well as in IFSHT publications and on social media platforms.

4) Awards Committee:

- a) IFSHT President serves as the Awards Committee Chair and works in collaboration with the EXCO to appoint committee members and develop the scoring system.
- b) President sends blinded applications to committee members.
- c) President provides the scoring criteria to each committee member in online survey format
- d) Committee members work independently to score the applications.
- e) President gathers the scored applications from the online platform for scoring.
  - i) EXCO reviews scores by Awards Committee and identifies the winners.

5) Awarding the Lifetime Achievement Award

- a) The Secretary General will inform the nominating society and the nominees of the success of their nomination within five months of the congress date.
- b) Awardees are invited to attend the Awards Ceremony at the Opening of the following Congress.
- c) The award is a framed certificate, which is presented at the IFSHT Triennial Congress. Should the recipient not attend, they may designate a person to receive the award on their behalf, or an unframed certificate will be posted to their home address by the Secretary-General.
- d) Following the congress, the awardees' names will be made public via official IFSHT communication platforms which may include the IFSHT website, social media platforms and the newsletter.

6) Timeline: (times noted are the time before the next Congress)

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|----------------|---|
| 24 months      | Information Officer updates website.  |
| 12-18 months   | President works with Information Officer and Secretary-General to encourage applications via IFSHT website, REACH, Constant contact, social media, interim council meeting etc.   |
| 10 months      | President overseas the call for committee members.  |
| 9 months       | President, in collaboration with EXCO, appoints committee members.  |
| 6 months       | Application deadline.<br><br>President sends blinded applications and scoring tool to committee members   |
| 5 months       | Committee completes scoring and EXCO completes selection process.<br><br>Awardees, their society and those who nominate them are notified by Secretary-General.<br><br>Persons who nominated candidates who were not selected are also notified by Secretary-General. |
| At Congress    | President presents awards.<br><br>Photos taken-President with award winners.  |
| After Congress | Information Officer updates website with awardee's names.<br><br>Secretary-General mails certificates to those who could not attend.<br><br>Information Officer includes the winners in IFSHT publications and on social media platforms.                             |
| Addenda:       | A. Scoring Criteria for Lifetime Achievement Award<br>B. Job Description: Lifetime Achievement Award Committee Member   |

## **Addendum A**

### **Lifetime Achievement Award Scoring Criteria**

**Please rate the nominee on their contributions to hand therapy for each of the criteria below.**

Demonstrates ability to teach and train therapists in the specialty of hand therapy.

Involved in outreach programmes, of significant importance, beyond the home country.

Made contributions to hand therapy research in anatomy or basic sciences.

Made contributions to hand therapy research.

Published in peer-reviewed journals which substantially add to the knowledge base of hand therapy.

Published chapters and/or books which made major contributions to the knowledge base of hand therapy.

Engagement in visiting professorships and served as international invited speaker.

Delivered evidence-based and clinically important presentations at international meetings.

Prepared video programs, manuals, books or other materials for teaching purposes beyond the borders of the nominee's home country.

Developed equipment and processes for clinical use or academic programmes with a reach beyond the nominee's home country.

Engaged in service to promote hand therapy through volunteer organisations with global impact.

## **Addendum B**

### **Job Description**

#### **IFSHT Lifetime Achievement Award Committee Member**

**Reports to:** IFSHT President

**About the award:** This award was created to recognize any person, alive or posthumous, who has made an outstanding contribution to hand therapy internationally. The enormous contribution of the award winner will influence generations of Hand Therapists to come and benefit countless patients into the future. This award was first presented at the 2019 IFSHT Triennial Congress in Berlin, Germany.

The award will be a framed certificate, which will be presented at the IFSHT Triennial Congress. Should the recipient not be able to attend, they may designate a person to receive the award on their behalf, or an unframed certificate will be posted to their home address. Following the congress the award will be made public on the IFSHT website, in IFSHT publications and on IFSHT social medial platforms.

**Number of Nominations to score:** We anticipate 5 to 10 nominees.

**Committee Member Task:** Committee members are tasked with reading and evaluating each nomination form. After reading the nomination forms, committee members rate the nominee using an online evaluation process. Committee members are expected to treat the applications confidentially and to evaluate them fairly and objectively. The IFSHT Secretary General will send committee members a confidentiality agreement to sign prior to sending the applications. Committee members work independently from each other and will not meet. There will be approximately 10 committee members from around the world.

**Timeline and commitment:** This is a one-time commitment to score five to ten applications based on criteria provided via an online platform.

Reading and scoring each application may take up to one hour. Therefore, the time required to fulfil this roll is between five and ten hours.

Application deadline: Seven months prior to Congress

Applications to Committee: Seven months prior to Congress (to be sent as soon as possible after the deadline closes). Committee has two weeks to do the scoring.

EXCO reviews applications and scoring from the Awards Committee: Six-and one-half months prior to Congress.

Results announced to awardees and those who nominated them: Six months prior to Congress.