## Nomination and Selection Process:

To recognize the achievements of its members, the Endocrine and Metabolism PRN will select one PRN member to receive the Endocrine and Metabolism PRN Outstanding Achievement Award. Achievement may be recognized as significant contribution to the organization or pharmacy profession through clinical practice, advocacy, teaching, mentoring and/or research. The award will be presented annually to a deserving member of the PRN at the ACCP Annual Meeting during the Endocrine and Metabolism PRN Business and Networking meeting. If no nominations are received or nominees do not meet the eligibility or criteria listed below as determined by the Nominations Committee, the award will not be presented in that year. Only one member will be recognized with this award annually, regardless of the whether there was an awardee selected the prior year.

A call for nominations for the award will be solicited from the PRN membership in the spring or early summer via listserv, newsletter and/or social media outlets. Members are encouraged to self-nominate. The deadline for nominations and required supporting materials will be determined on an annual basis, usually in late July-early August. All nominations materials must be submitted to the Chair of the Nominations Committee.

## Nomination materials shall include:

- 1. Nominee's curriculum vitae
- 2. A letter of support from an individual who can attest and describe the nominee's achievement(s)in relation to the award criteria (maximum 2 pages)
- 3. A one page statement discussing the nominee's leadership, research and clinical experience in relation to the award criteria. This can be written by the nominee or as a second letter of support.

Nomination materials will be distributed to the members of the Nominations Committee for review. Each committee member will evaluate the nominee using the criteria below. Committee members will provide the Chair with comments and a rank order of the top three (3) candidates for the award. The Nominations Committee will determine the proposed award recipient by late August - early September. The Chair of the Nominations Committee will present the proposed award recipient along with a summary of the committee's deliberations to the PRN Officers for approval. The award recipient will receive a plaque. The ordering of the plaque and all other arrangements are the responsibility of the Nominations Committee Chair. The PRN Chair will notify the award recipient in September prior to the annual meeting. The award recipient will also be showcased in the Fall-Winter edition of the PRN newsletter.

## Eligibility:

- The nominee must be a member of the Endocrine and Metabolism PRN for at least 3 years.
- The nominee may not be a current member of the Nominations Committee or a PRN officer.
- The nominee may not be a recipient of this award within the last 7 years.

## Criteria:

The nominee must have contributed directly to one or more of the following within the last 5 years:

- Welfare of patients in the hospital and/or community setting
- Innovations in healthcare delivery
- Advancement of the pharmacy profession
- Education of healthcare professionals, students and/or residents
- Service to a healthcare organization or institution
- Scientific literature and dissemination of knowledge

Contributions may have been made as an individual or as part of a collaboration. If the contribution recognized was a part of a collaboration, only one recipient may be selected for the award.