



## Fellow of Advanced Practice in Oncology Application Guidelines

Welcome to the application guidelines for the Fellow of Advanced Practice in Oncology (FAPO), a designation of the Advanced Practitioner Society for Hematology and Oncology (APSHO). This distinguished, lifetime status recognizes advanced practitioner (AP) leaders who consistently work to advance the field of oncology, as evidenced by contributing expertise and by serving, engaging, and investing in the membership and activities of APSHO. Thank you for your interest in obtaining this designation.

Professional members of APSHO in good standing, who have at least 5 years of experience in oncology and/or malignant hematology advanced practice, are eligible to apply after 5 years of membership. If you have questions about your membership, please visit the [APSHO website](https://www.aphso.org) or email [info@aphso.org](mailto:info@aphso.org).

Application guidelines are described below and are also available as a downloadable pdf within the online application portal, accessible via [APSHO](https://www.aphso.org). Please review the guidelines thoroughly.

**The abstract submission deadline has been extended to 11:55 PM ET on Monday, July 15, 2024.**

### Qualifying contributions and achievements

APSHO has identified contributions and achievements for society members that are significant to advanced practice in oncology. Points have been assigned to each. You may attain points by accomplishing an achievement as described. To apply for the designation of FAPO, you must have earned 100 points within the last ten years and provide an accompanying document containing specified detail for the points being claimed. Random audits may be conducted by APSHO, so applicants should be certain they can provide additional evidence confirming the contribution if requested to do so. Materials you will need for your application are described below.

Contributions & Achievements	Points	Max Points	
<b>APSHO Advance</b>			
APSHO Advance, Lead Editor 1 point per year served Please count Lead Editor points only (not section editor points) during lead editor assignment	2	4	
APSHO Advance, Section Editor 1 point per year served	2	4	
<b>APSHO Awards</b>			
APSHO Mary Pazdur Award for Excellence in Advanced Practice in Oncology Recipient	12	12	
APSHO Outstanding Poster Award	Submitting/presenting author recipient	6	12
	Co-author recipient	3	6
APSHO Poster Honorable Mention Award	Submitting/presenting author recipient	4	8
	Co-author recipient	2	4
JADPRO Article of the Year Award	Lead or last/senior author recipient	6	12
	Co-author recipient	4	8
Kelly Young Memorial Scholarship	3	3	



Recipient			
<b>APSHO Board of Directors</b>			
Maximum allowable points for serving on the APSHO Board of Directors (BOD) is 50 points. You may achieve a total of 50 points with the following components of service. Board members who also serve as liaisons to committees may also count liaison points in addition to board member points.			
APSHO Board of Directors, President Elected position; 20 points for term		20	20
APSHO Board of Directors, Officer Elected position; 15 points for the time of service in role as officer (e.g., vice-president, secretary, treasurer)		15	15
APSHO Board of Directors, Liaison for Committees Board-appointed position; 2 points per appointment		2	4
APSHO Board of Directors, Member Elected position; 10 points per 3-year term		10	20
<b>APSHO Committees</b>			
Committee Chair 10 points per 4-year term: 1 year chair-elect, 2 years chair, 1 year past-chair (Must include details if 4-year commitment was not met)		10	20
Committee Member 4 points per two-year term		4	16
<b>APSHO Community</b>			
APSHO Community blog post, author 1 point per published blog		1	5
APSHO Community contribution Initiating a discussion thread that adds value to advanced practice 1 point each		1	5
APSHO Liaison	<u>Meeting</u> : By APSHO invitation, represent APSHO at an external cancer-related professional meeting or organization	2	6
	<u>Project</u> : By invitation, represent APSHO on an external cancer-related special project or task force	5	10
APSHO Mentor 3 points per person mentored Must provide evidence of activities and time investment during mentorship		3	15
<b>APSHO Special Projects</b>			
AP Academy content (e.g, CTPC) APSHO Empowered APSHO Off the Charts APSHO Seal of Acceptance APSHO special surveys Educator Modules Expert Panel member Focus Groups Leadership Summit	Chair	5	15
	Faculty, Content contributor	3	9
	Reviewer	1	4
<b>JADPRO</b>			
JADPRO Editor-in-Chief		20	20
JADPRO Associate Editor		10	10



JADPRO Editorial Review Board		5	5
JADPRO Podcast Interviewee		1	2
JADPRO Published Article Senior author determined by history of publications and role on the manuscript including mentoring and oversight	Lead or last/senior author	3	15
	Co-author	2	6
<b>JADPRO Events</b>			
Conference Chair, JADPRO Live By invitation		10	10
Faculty/presenter/panel member: JADPRO Live, JADPRO Workshop, other JADPRO event By invitation; 3 points per presentation		3	12
Panel chair: JADPRO Live, JADPRO Workshop, other JADPRO event By invitation; 3 points per panel		3	6
Planning Committee Member By invitation	JADPRO Live	5	15
	JADPRO Workshop	4	12
Poster Presenter, JADPRO Live 2 points per poster		2	10
Poster co-author, JADPRO Live 1 point per poster		1	5
JADPRO Live Braindate leader		1	3
JADPRO Live Champions		1	3
<b>JADPRO Special Projects</b>			
JADPRO Explorers JADPRO Regionals JADPRO Resource Center JADPRO Roundtable Series JADPRO Clinical Case Series JADPRO Expert Conversations JADPRO Live SMARTIES JADPRO Supplements JADPRO Updates	Chair or Guest Editor	5	10
	Faculty or contributor	3	6
<b>Peer Review</b>			
APSHO Peer Review 1 point per review	AP Academy content APSHO Empowered APSHO Seal of Acceptance APSHO Awards Educator Modules Resource Center	1	8
JADPRO Peer Review 1 point per review	Updates content Clinical Case Series content JADPRO Live abstracts JADPRO Live presentations JADPRO Workshop presentations Journal manuscript/supplement Resource Center content Roundtable Series content	1	14
<b>Professional Contributions *</b>			



Contributions to advanced practice in oncology and hematology (Outside of designated APSHO and JADPRO activities) 2 points per contribution	Subject to review	2	20
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\* The FAPO Review Task Force appreciates the importance of professional contributions to advanced practice in oncology and hematology outside of APSHO and JADPRO activities. If using this category for points, please list the activity on your supporting document and upload evidence of the contribution(s) with your application.

### Preparing for your application

You will be able to save your work within the application portal and come back to review and complete it. All materials should be uploaded, and all tasks completed **by the published application deadline. PDF is required for uploaded materials.** Additional instructions are provided in the application portal.

### **Materials you will need for your application:**

- Cover letter, addressed to the FAPO Review Task Force, including:
  - Introduction
  - Brief description of your current title/position(s) and institution/organization(s)
  - Years of practice as an AP in oncology/hematology
  - Brief description of your area of professional specialty/focus and key responsibilities in your current role
  - Brief mention of your current key activities or role in APSHO/JADPRO (e.g., committee member, section editor, JADPRO Live faculty)
- Essay, approximately 500 words, including:
  - A high-level description or overview conveying your level of involvement in advanced practice activities related to APSHO, JADPRO, your organization, other societies, and community
  - Why obtaining the FAPO designation is important to you
  - Your vision for how APSHO Fellows can impact and lead advanced practice in oncology in the next 5 years
- Curriculum vitae (CV) or resume
  - A current CV is preferred, but may be within the last 6-12 months
- Two letters of recommendation from current colleagues\*, including/addressing:
  - Full name, credentials, title/position, institution, email, phone number, and signature
  - The colleague's professional relationship to you
  - Statement recommending you for FAPO status
  - How the colleague believes the FAPO status will impact your contributions and influence in advanced practice in oncology/hematology
- Points documentation worksheet
  - A points documentation worksheet is available on the [APSHO website](#) and in the application portal for download. This worksheet will take some time to complete, so it is suggested you download the worksheet and save it. **The worksheet must be completed for your application and is a required upload.** Your points must total 100 or more to submit your application. Your points documentation worksheet will be uploaded in a specific task in the electronic application system. If you are unable to document 100 points total, you are not ready to apply.
- Contributions and achievements document
  - As a supporting document, **applicants must provide a descriptive list of all achievements claimed on their points worksheet.** Claimed points that do not have corresponding achievement details listed in the document will not be counted in review. This document must be uploaded as a PDF. Examples of how to structure your supporting document are provided below. A limited number of additional upload slots will be available for essential documents that augment the application.

*Note: the FAPO Review Task Force reserves the right to conduct random audits, which may require additional evidence of achievements such as, but not limited to, participation certificates, certificates of completion,*



*invitations, posters PDFs, published articles/references, program guides, mentorship documentation, peer review confirmations, and presentation evaluations.*

**Your supporting document must include** your name, credentials, email and phone number at the top of the page. Include each category for which you have claimed points, followed by a description of your contribution, a key contact who can verify your activity, and the date(s) of your accomplishments. **Please note:** FAPO applicants are responsible for providing this document. Applications submitted without this document will not go through review. **See the examples below** of how to list achievements/contributions claimed in your point worksheet in this required document:

Example 1:

*JADPRO Peer Review*  
Manuscript: Barriers to Adherence to Cancer Treatments Among Head and Neck Cancer Patients  
Harborside Contact: Annie Yueh  
Date: July 26, 2022

Example 2:

*APSHO Committee Member*  
Membership Committee  
APSHO Contact: Jenn Ginest  
June 2018 to June 2020

Example 3:

*Professional Contributions*  
Development of an AP-led symptom management clinic  
Professional contact: Jane Doe, XYZ organization  
August 2021

*\*Current is described as within the last two years. Colleagues may or may not be advanced practitioners but should be able to express support and detailed recommendation through a shared, professional oncology experience.*

- Additional documentation if claiming points from the Professional Contributions section
  - **Evidence of points claimed in this category is required.** Once you have uploaded your points worksheet and supporting document, please upload evidence of the contributions you are claiming from the Professional Contributions section on your points worksheet. Space is limited, so please combine your documentation as much as possible, and contact APSHO if you need assistance.

### Application period

The application period is March through July 2024. **All materials should be uploaded, and all tasks completed by the application deadline of Monday, July 15, 2024.**

### Application process

It is suggested that you download the points worksheet to begin. Once saved to your computer, you can add points to determine your status, then build your points over time. At the same time, begin building the details in your accompanying list of contributions, using an outline such as in the examples above. It will take some time to review your accomplishments and gather your documentation. If you need assistance, please do not hesitate to contact APSHO. The team is on standby to answer questions and to be of help.

Currently, an APSHO member sponsor is not required for you to submit your application, but the opportunity to connect with a mentor is available. Please visit the APSHO [Mentorship Program](#).

When you have reached your 100 points, built your supporting document, and gathered the additional materials required for application, you may submit any time the application portal is open. Once your



application is submitted, you will receive a confirmation email. Your application will then undergo review by a predetermined FAPO Review Task Force of professional member APSHO peers. Reviewers may be selected from those who currently hold the FAPO designation, peers who are serving on APSHO committees, and peers from APSHO membership. You will be notified of the outcome of your application via email by the FAPO Review Task Force once reviews are completed. It is anticipated that reviews will take approximately one month, and notifications will be sent out in July.

Each year, the FAPO status will be bestowed on qualifying advanced practitioner applicants. New APSHO FAPO recipients will be announced at the JADPRO Live conference and APSHO Annual Meeting. Fellows will be notified in advance of the meeting and are encouraged to attend.

### Recognition and benefits

New fellows will receive:

- Letter and certificate of achievement for CV/portfolio
- Plaque for desk or wall
- Approval for use of the Fellow of Advanced Practice in Oncology (FAPO) credential
- Profile badge in the APSHO Community
- Letter of recognition sent to employer (optional)

New FAPO announcements and acknowledgements:

- Announcement during JADPRO Live in the year the status is achieved
- Badge flag for JADPRO Live lanyard
- Print and digital recognition during JADPRO Live
- Announcement during the annual APSHO Annual Meeting for general membership
- Highlight in APSHO Advance
- Announcement in the APSHO Community
- Press release

### APSHO Fellow Leadership

The designation of APSHO fellow and use of the FAPO credential represents APSHO. It is expected that the APSHO FAPO will demonstrate a commitment to servant leadership, reflecting the vision and values of the society, through consistent support of the mission of APSHO, to deliver high quality care by optimizing the role of the advanced practitioner. FAPO leadership includes, but is not limited to:

- Representing APSHO at other national and international cancer-related or advanced practice professional organizations
- Advancing and promoting APSHO and JADPRO activities, and inspiring others to do the same
- Leading as an effective role model to advanced practitioners in cancer care
- Mentoring AP colleagues to career success in advanced practice
- Maintaining expertise as nationally recognized leaders in the field of advanced practice in oncology/hematology.
- Maintaining an active membership in APSHO

APSHO Fellows may be invited to participate in select APSHO activities, perform a role in APSHO opportunities, or asked to represent APSHO at specific professional events or to cancer-related organizations.

### **Accessing the Application Submission System**

Access to the submission guidelines and points worksheet is available via the [APSHO website](#). The electronic submission system for applications will open each year in the spring, with a specified application deadline, typically mid-summer. Applications that are started in the electronic submission system but incomplete after the submission deadline will not be considered for review in that calendar year, and the applicant will be contacted by the application coordinator.



Advanced Practitioner  
Society for Hematology  
and Oncology

For questions or concerns about the application process for the Fellow of Advanced Practice in Oncology (FAPO), please email [info@APSHO.org](mailto:info@APSHO.org).