

# SPPCP Fellowship Application

## General Guidance

Complete the application in full; incomplete submissions will not be considered. The Nominations Committee will evaluate only the information provided in the application itself. Your CV will be used for reference, but you cannot earn additional points unless details are included in the form. Each section lists its maximum possible points, and a minimum of **252** total points is required for Fellowship consideration. You are not required to earn points in every section. List each activity only once; duplicate entries will not be awarded additional points. Supplemental materials, such as copies of publications, will not be reviewed.

Applicants should emphasize activities relevant to SPPCP and within pain management, palliative care, hospice, opioid stewardship, substance use disorder, and related areas demonstrating alignment with the Society's mission, vision, and values.

The SPPCP Nominations Committee reviews applications and recommends candidates to the Board of Trustees. For complete instructions, refer to the Application Scoring Guide.

## Minimum Eligibility Requirements

To be considered for fellowship status, candidates must:

**Membership:** Hold an active SPPCP membership for at least 7 years, with no more than a 3-month lapse. One year of resident/fellow membership may count toward this requirement. Student membership does not count toward eligibility.

**Professional Experience:** Have at least 10 years of professional activity (full- or part-time) in pharmacy practice, education, research, or administration, with a demonstrated commitment to pain management, palliative care, hospice, substance use disorder, or related areas. Experience is measured from the date of licensure. Candidates whose current roles are outside these specialties may still qualify if their professional contributions show sustained engagement with SPPCP and alignment with its mission and values.

## Application Process

Members must self-nominate and submit a complete application packet, including:

1. Completed application form
2. Payment of the application fee
3. Candidate statement
4. Curriculum vitae (CV)
5. Two letters of support

## Letters of Support

Candidates must provide two letters of support as described below.

One letter from a current SPPCP Member

One letter from a colleague, supervisor, or mentor (who may also be a member but is not required to be a member).

Members of the Nominations Committee may not write letters of support during their term of service.

A support letter template is provided and should be forwarded by the candidate to their nominators.

Letters must be completed and sent directly to the SPPCP Nominations Chair at [nominations@palliativepharmacist.org](mailto:nominations@palliativepharmacist.org) by March 6, 2026.

Each letter of support must include:

1. Name of the nominee
2. Name of the author
3. Nature and duration of the professional relationship
4. Statement of support describing why the candidate merits Fellow status, addressing the candidate's service to the Society and the profession of pain management, palliative care and/or hospice pharmacy.

Because letters of support are submitted separately, candidates are strongly encouraged to begin the process early to allow sufficient time for timely completion.

### **Submission**

All application materials including the application, candidate statement, CV, and letters of support must be received by March 6, 2026. Late applications will not be considered.

## Application

### Candidate Information

| Field  | Applicant Entry |
|--|-----------------|
| Name   |                 |
| Credentials  |                 |
| Name as you would like it displayed on recognition materials and website |                 |
| Address  |                 |
| City, State ZIP  |                 |
| Preferred Email  |                 |
| Preferred Phone  |                 |
| SPPCP Membership #   |                 |

### SPPCP Membership History

Please enter your SPPCP membership history, including start and end dates. If you had multiple membership periods (with lapses), list each date range separately.

| Membership Period Start Date | Membership Period End Date | Notes (if lapse occurred) |
|------------------------------|----------------------------|---------------------------|
|                              |                            |                           |
|                              |                            |                           |
|                              |                            |                           |

### Section I: Professional Experience (Max 30 points)

List your professional employment in pain management, palliative care, or hospice-related roles from the date of licensure. Include full-time or part-time roles from the last 10 years.

| Position Title | Employer/Institution | Start Date | End Date | Full-Time/Part-Time |
|----------------|----------------------|------------|----------|---------------------|
|                |                      |            |          |                     |
|                |                      |            |          |                     |
|                |                      |            |          |                     |
|                |                      |            |          |                     |
|                |                      |            |          |                     |
|                |                      |            |          |                     |
|                |                      |            |          |                     |
|                |                      |            |          |                     |

### Section II: Training & Certifications (Max 25 points)

This section captures formal academic preparation and advanced training, and certifications that contribute to professional expertise. Degrees, residencies, fellowships, board certifications, and certificate programs that align with SPPCP's mission, vision, and values should be highlighted.

| Degree (Not scored)               | Institution/ Organization | Year |
|-----------------------------------|---------------------------|------|
|                                   |                           |      |
|                                   |                           |      |
|                                   |                           |      |
| Residency/Fellowship (Max 10 pts) |                           | Year |
|                                   |                           |      |
|                                   |                           |      |
|                                   |                           |      |
| Board Certification (Max 10 pts)  |                           | Year |
|                                   |                           |      |
|                                   |                           |      |
|                                   |                           |      |
| Other Training (Max 5 pts)        |                           | Year |
|                                   |                           |      |
|                                   |                           |      |
|                                   |                           |      |

### Section III: Scholarly Work & Research Activities (Max 40 points)

This section captures scholarly contributions through publications, research, and grant funding. Applicants should emphasize peer-reviewed publications, especially those focused on pain, palliative care, hospice, or substance use disorder. Contributions to SPPCP publications should be highlighted as they directly align with SPPCP's mission, vision, and values.

| Peer-Reviewed Publications (Max 20 pts) |                                  |                        |
|---|----------------------------------|------------------------|
| Citation                                | Role<br>(PI, second author etc.) | SPPCP Journal<br>(Y/N) |
|   |                                  |                        |
|   |                                  |                        |
|   |                                  |                        |

| Non-Peer Reviewed Publications (Max 5 pts) |                                  |
|--|----------------------------------|
| Citation                                   | Role<br>(PI, second author etc.) |
|  |                                  |
|  |                                  |
|  |                                  |

| Abstracts and Posters (Max 5 pts) |            |      |      |
|-----------------------------------|------------|------|------|
| Title                             | Conference | Year | Role |
|                                   |            |      |      |
|                                   |            |      |      |

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|--|--|--|--|

| Grant Funding (Max 10 pts) |                |                |      |
|----------------------------|----------------|----------------|------|
| Grant Title                | Funding Source | Role (PI/Co-I) | Year |
|                            |                |                |      |
|                            |                |                |      |
|                            |                |                |      |

#### Section IV: Education, Mentorship, & Workforce Development (Max 60 points)

This section highlights contributions in teaching, precepting, and mentoring. Applicants should include activities involving students, residents, fellows, or other trainees, as well as participation in continuing education programs and formal teaching roles. Teaching efforts may involve pharmacy learners and those in other healthcare disciplines. Recognition through teaching awards or honors should also be documented. Applicants are encouraged to emphasize activities that advance workforce development in pain and palliative care pharmacy.

| Experiential Student Training (Max 10 pts)            |       |   |
|---|-------|---|
| Role  | Dates | Number of Students                            |
|   |       |   |
|   |       |   |
|   |       |   |
| Resident Training (Max 10 pts)                        |       |   |
| Role  | Dates | Number of Residents                           |
|   |       |   |
|   |       |   |
|   |       |   |
| Fellowship Training (Max 10 pts)                      |       |   |
| Role  | Dates | Number of Fellows                             |
|   |       |   |
|   |       |   |
|   |       |   |
| Didactic Teaching Activity (Max 10 pts)               |       |   |
| Course Title or Lecture                               | Dates | Credit Hours                                  |
|   |       |   |
|   |       |   |
|   |       |   |
| Accredited Continuing Education Programs (Max 15 pts) |       |   |
| Program Title and Credit Hours                        | Dates | Accrediting Body<br>(e.g., ACPE, ACCME, AANC) |
|   |       |   |
|   |       |   |
|   |       |   |

| Teaching Award/Honor (Max 5 pts) |      |                   |
|----------------------------------|------|-------------------|
| Awarding Body                    | Year | Award Description |
|                                  |      |                   |
|                                  |      |                   |
|                                  |      |                   |

### Section V: Professional Leadership (Max 65 points)

This section captures leadership roles in SPPCP and external organizations. Applicants should highlight leadership positions (chair, co-chair, board member, executive officer) on committees, task forces, work groups, and boards, especially within SPPCP. External leadership roles will be considered, but they are weighted lower than those of SPPCP-specific service.

| SPPCP Leadership (Max 40 pts)    |              |                           |
|----------------------------------|--------------|---------------------------|
| Committee/Board                  |              | Role and Responsibilities |
|                                  |              |                           |
|                                  |              |                           |
|                                  |              |                           |
| External Leadership (Max 20 pts) |              |                           |
| Organization                     | Years Served | Role and Responsibilities |
|                                  |              |                           |
|                                  |              |                           |
|                                  |              |                           |

### Section VI: Service to the Profession & Specialty (Max 55 points)

This section recognizes sustained non-leadership service that contributes to the profession and supports the mission of SPPCP. Activities may include service to professional organizations (especially SPPCP), participation in certification or standard-setting initiatives (e.g., BPS), and recognition through professional awards. Applicants should clearly distinguish these from community service (Section VII) or formal leadership roles already entered in Section V. Do not duplicate entries already listed elsewhere in the application. Examples of activities that should be captured in this section are described below.

**Professional Service Activities:** Service on task forces, working groups, guideline panels, examination development (e.g., BPS), expert advisory committees, peer review roles, guest surveyor for PMPC residencies, or other volunteer work that advances the field.

**Professional Awards & Recognition:** Awards or honors for practice excellence, advocacy, leadership, or other contributions to the profession (excluding teaching awards, which should be listed in Section III).

**Organizational Involvement:** Non-leadership active roles in professional pharmacy organizations (e.g., committee service), or external organization involvement that furthers the SPPCP mission. Higher points are awarded for SPPCP-specific roles.

| Professional Service Activities (Max 25 pts) |  |      |
|--|--|------|
| Organization                                 |  | Year |
|  |  |      |
|  |  |      |
|  |  |      |
|  |  |      |

| Professional Awards and Recognitions (Max 10 pts) |      |        |
|---|------|--------|
| Awarding Body                                     | Year | Impact |
|   |      |        |
|   |      |        |
|   |      |        |
|   |      |        |

| Organizational Involvement (Max 25 pts) |       |       |
|---|-------|-------|
| Role                                    | Dates | Scope |
|   |       |       |
|   |       |       |
|   |       |       |

**Section VII Innovation & Program Development (Max 30 Points)**

This section recognizes applicants who have developed innovative tools, programs, curricula, or services that have made a measurable impact on pain management, palliative care, hospice, or substance use disorder pharmacy. This may include, but is not limited to:

- Creation of clinical practice tools or decision aids
- Development of educational or training curricula
- Implementation of quality improvement initiatives
- Development of new services, programs, or digital tools that advance the profession

Applicants should describe the innovation, its purpose, and its measurable or intended impact. Points will be awarded based on originality, relevance to SPPCP’s mission, and impact or adoption.

| Title or Name of Innovation/Program | Description of Contribution | Date(s) of Implementation | Impact or Outcome (if known) |
|-------------------------------------|-----------------------------|---------------------------|------------------------------|
|                                     |                             |                           |                              |
|                                     |                             |                           |                              |
|                                     |                             |                           |                              |
|                                     |                             |                           |                              |

### Section VIII: Community Engagement & Service (Max 30 points)

This section recognizes contributions outside professional practice that align with SPPCP's mission, vision, and values. Applicants should list community education, advocacy, and charitable service activities, especially those that support public awareness in pain management, palliative care, hospice, substance use disorder, or related areas. Contributions may advance the SPPCP mission, vision, and values in serving the profession, patients, or pain management, palliative care, hospice, substance use disorder, or related communities.

| Community Education (Max 10 pts) |                                 |                |
|----------------------------------|---------------------------------|----------------|
| Role                             | Scope (Local/Regional/National) | Impact/Outcome |
|                                  |                                 |                |
|                                  |                                 |                |
|                                  |                                 |                |

| Advocacy Activity (Max 10 pts) |       |                 |
|--------------------------------|-------|-----------------|
| Role                           | Scope | Impact /Outcome |
|                                |       |                 |
|                                |       |                 |
|                                |       |                 |

| Charitable Service (Max 10 pts) |      |                |
|---------------------------------|------|----------------|
| Role                            | Date | Impact/Outcome |
|                                 |      |                |
|                                 |      |                |
|                                 |      |                |

### Section IX: Candidate Statement (Max 20 points)

This domain allows applicants to integrate and synthesize their contributions across domains. The narrative should demonstrate sustained impact, leadership, and alignment with SPPCP's mission, vision, and values. Applicants should highlight activities that exceed routine job responsibilities and show lasting influence in the specialty, especially those that further the SPPCP mission, vision, and values.

|  |
|--|
| Paste or attach narrative statement here (≤500 words). |
|  |