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# Lifetime Achievement Award Policy

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Status: Revised

**Amendment History**

Version	Date	Editor	Comments
0.1	20140321	Juliet Gole Krarup	Draft for comment
1.01	20150511	JGK	Clarified that Community of Practice means Collabnet account but not an employee of IHTSDO
1.02	20160421	JGK	Definition of Community of Practice in this context simply not an employee of IHTSDO; other updates to reflect current organizational structure ("Office" to "staff") and location (removal of references to Danish law)

**Approvals**

Version	Date	Approver	Comments
1.0	20140430	General Assembly	
1.02	20160421	Don Sweete	

**Future Review Timetable**

Review date	Responsible owner	Comments
As needed	JGK on behalf of CEO	

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## 1 Introduction

### 1.1 Purpose

IHTSDO fully acknowledges its dependence on contributions of people's time, energy, knowledge and skills to make the organization and its products successful. As a mark of that acknowledgement, IHTSDO has an internal framework to ensure that its appreciation is demonstrated formally and informally. The IHTSDO Lifetime Achievement Award is one component of the IHTSDO framework of appreciation.

The purpose of the IHTSDO Lifetime Achievement Award is to acknowledge a truly influential or ground-breaking person in the terminology world and thank him or her for sustained efforts to promote SNOMED CT or other IHTSDO products or services.

### 1.2 Background

In 2009, a member of the Community of Practice made a formal recommendation that the Association bestow a Lifetime Achievement Award on one or more giants of the terminology world. The proposal was shared with the General Assembly in October 2009 and was agreed in principle. Discussions at the December 2009 Management Board meeting provided additional details about the award, including those listed in this document.

## 2 Frequency of the Award

Given the implications of choosing awardees from certain regions of the world and not others, the number of awards in any given year will be at the discretion of the General Assembly, with recommendations from the Management Board. Awards would not be made every year. In some years, more than one award could be made.

## 3 The Physical Award

The Lifetime Achievement Award is symbolized by a physical award which is intended to be an enduring representation of the organization's recognition and appreciation of the recipient's achievements. It is designed to be reflective of the nature of our global effort, and it is given to the award winner to keep.

## 4 Eligibility Criteria

With the exceptions outlined below, anyone is eligible to receive this award.

In view of the fact that the award involves input from the Management Board and decision-making by the General Assembly, individuals serving in a Management Board or General Assembly role will not be eligible whilst in active service in that role. For the sake of absolute clarity, General Assembly and Management Board members are eligible when they have stepped down from those positions and could potentially receive the award for contributions made during their periods of service.

Likewise, IHTSDO staff and its contracted support organizations' staff are also not eligible while employed in those roles.

## 5 Selection Criteria

Criteria to identify worthy recipients of a Lifetime Achievement Award include:

- Sustained outstanding contribution to one or more of the following:
  - A definable body of work that represents a significant and lasting contribution to the development of SNOMED CT or any of its antecedent terminologies with a focus on demonstrated value in advancing the science and practice of standardized clinical terminology (rather than purely academic achievement<sup>1</sup>;
  - Tangible and persistent progress in the successful implementation of SNOMED CT in any aspect of health and social care;
  - Dedicated service to achieving the mission of the IHTSDO on a global scale.
- Global stature and recognition as a leader, having led or inspired significant advancements in the field.
- Demonstrated commitment to, and practice of, high ethical principles. (Nominators and nominees will be asked to declare if there are any potential ethical or other similar issues that IHTSDO should be aware of when considering granting a Lifetime Achievement Award to a particular individual.)
- The nominee must be alive at the time of nomination, but need not be currently active professionally.

## 6 Nomination Process

Nominations can be submitted any time of the year except for the period from July 1<sup>st</sup> to the end of the October General Assembly meeting.

If the General Assembly decides to grant a Lifetime Achievement Award in a given year, an announcement about the nomination process and award is made at the April General Assembly meeting. The IHTSDO Office also sends out a reminder call for nominations to the Community of Practice shortly after the April General Assembly meeting and publishes a newsletter article about it to ensure that potential contributors are aware of the award. The deadline for nominations is June 30<sup>th</sup>.

The nomination process is simple. The key points are:

1. Two people must complete the nomination form together (see Appendix B for the form).
2. At least one of those two people should be part of the IHTSDO Community of Practice. This is defined in this context as not being an IHTSDO employee.
3. A citation should be written which explains why the person at this time should be considered for the award.

All nominations should be sent to [info@ihtsdo.org](mailto:info@ihtsdo.org) and receive acknowledgement by the IHTSDO Office.

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<sup>1</sup> In the future, this might be broadened to include contributions to the development of any health-related (or any) terminology, nomenclature, and ontology endeavors and/or to any health information standards.

## 7 Election Process

The end to end process is as follows:

1. In early July, the IHTSDO staff puts together a nominations package containing all the nomination forms. It sends the package to the IHTSDO Management Board for discussion at the summer Management Board meeting or, if necessary, by email correspondence.
2. At the discretion of the Management Board Chairman, a Management Board vote will take place.
3. After Management Board discussions (and, potentially, after its vote), the Management Board prepares a briefing paper for the General Assembly on its preferred candidate(s) (with reasons) and any suggested exclusions (with reasons).
4. The Management Board briefing paper and the complete nomination package is sent to the General Assembly shortly after the Management Board summer meeting.
5. The General Assembly votes electronically on the winner. The phrasing of the question is at the discretion of the General Assembly Chair (for example, "Do you agree with the Management Board's recommendation of Person X?" or "Do you vote for Person X, Person Y or Person Z?") The person who receives the most votes wins. Abstentions and lack of response have no effect on the vote. If there is a tie, the General Assembly Chair breaks the tie.
6. The IHTSDO staff announces the (confidential) decision to the General Assembly and Management Board and informs the recipient (copying the nominators) that he or she has been selected as the winner of the IHTSDO Lifetime Achievement Award. All communications request that the name of the winner be held in confidence until the awards ceremony. The award winner is offered travel, accommodation, and a dinner ticket to attend the awards ceremony and dinner.

## 8 Award Ceremony

- The awards ceremony takes place at the IHTSDO October meeting social event.
- The Award is given immediately after the annual Award for Excellence.
- The Chair of the General Assembly invites the nominators to the microphone.
- One or both of the nominators reads the citation to the gathering or otherwise makes remarks about the winner.
- The Chair of the General Assembly bestows the award on the recipient and says a few words.
- The recipient has the opportunity to speak.
- The CEO or Management Board Chair thanks the participants and the audience, and the evening proceeds.

## 9 Communication of the Award

A short article about the award winner appears in the IHTSDO newsletter. In addition, a picture of the award winner receiving the IHTSDO Award for Excellence and the citation or other kind of article appears in the Annual Activity Report.

## 10 Transparency and Openness

There will be no publication of the names of other nominees, as this is not seen as a competition but a celebration of excellence. If an individual wishes to know who has been nominated or requests additional information to determine whether the process has been followed correctly, then this can be done through a trusted third party, e.g. IHTSDO legal counsel or auditor.

## 11 Funding

IHTSDO provides full funding and support for the award and publicity related to it. IHTSDO also provides full funding (travel, accommodation, dinner ticket to the social event) for the recipient to accept the award.

## Appendix A Previous Winners of the Lifetime Achievement

2015: Kent Spackman, USA

2014: Anne Casey, UK

2012: Martin Severs, UK

2010: Roger Côté, Canada