2020 – 2021
Health Policy Leadership Development Program

REQUEST FOR APPLICATIONS
Application Deadline: September 25, 2019
Purpose

Today’s rapidly shifting healthcare landscape has prompted significant expansion in the scope and diversity of policy issues ASCO must address on behalf of its members. One key to successfully advancing the Society’s policy goals will be to have a cadre of volunteer leaders who are skilled in strategic interaction with policymakers at all levels, including Congress, state and federal agencies, key influencers in the private sector, professional societies, and other advocacy organizations. The demand for this kind of expertise will expand greatly in the coming years, as health reform continues to spur significant changes in research, practice and payment policy across the healthcare system. The ASCO Health Policy Leadership Development Program responds to this need by establishing a formal professional development program designed to build policy and leadership expertise among the Society’s members and volunteers. Specifically, the program will:

- Identify, select, and train mid-career ASCO members to become 1) skilled in monitoring and shaping cancer policy and 2) future leaders in the Society and other areas of medicine
- Increase involvement by ASCO members in policy, advocacy, and grassroots activities
- Increase deployment of volunteers skilled in policy and advocacy to state and federal agencies, task forces, expert panels and other appropriate venues so they may advance ASCO’s policy agenda
- Provide leadership skills training through an orientation to ASCO’s structures and programs
- Facilitate the promotion of program graduates into leadership positions in ASCO

Program

The ASCO Health Policy Leadership Development Program (HP-LDP) is a part of ASCO’s Leadership Development Program. The HP-LDP is a one-year program combining didactic small group teaching sessions delivered by an executive leadership coach, ASCO professional staff and qualified volunteers (examples of covered topics: Congressional authorization/appropriation process, NCI organization and programs, FDA organization and authorities, drug and device approval processes, CMS organization and reimbursement policies, payment reform initiatives); a project that advances an ASCO policy initiative with mentorship provided by ASCO professional staff in conjunction with a volunteer mentor(s) from ASCO’s Government Relations Committee or relevant policy committee (Prevention, Disparities, Clinical Practice, Quality, etc.); practical experience working with ASCO Policy & Advocacy staff and policy counsel in crafting policy positions...
and statements, participating in relevant committee meetings, and State Affiliate Council and Congressional/agency visits; and participation in and completion of ASCO’s Leadership Development Program.

In addition to the Leadership Development Program project, the HP-LDP Fellows will work with ASCO staff and volunteers to develop a project proposal aligned with current ASCO policy initiatives during the first two months of the program. The proposal will include a timeline, a clear statement of the primary research or policy objective, the rationale for undertaking the project, the proposed project methods, the project endpoints and a method for assessing whether the primary project objective is met. The participants will be mentored by an ASCO volunteer who has knowledge and expertise on the chosen policy topic. The completed project may be presented to the ASCO Board and Government Relations Committee and/or be presented at an ASCO meeting (e.g., the ASCO Quality Symposium/Business Summit).

The HP-LDP Fellows will also be expected to complete course evaluations and alumni surveys about the program.

**Award**

Up to two (2) HP-LDP Fellows will be selected for the 2020-2021 Health Policy Leadership Development Program.

The HP-LDP requires a one-year commitment that includes regular travel to ASCO and participation in meetings. The time commitment for travel and meeting participation is estimated to be an average of one week per month.

The HP-LDP participants will also be full members of ASCO’s Leadership Development Program (LDP). Please review the program details and schedule on the LDP website. We will make our best effort to schedule your ASCO HQ visits around the LDP sessions, when applicable.

Upon completion of the HP-LDP, participants will be eligible to receive assignment to a policy-related ASCO Volunteer Committee.

The HP-LDP participant’s home institution is expected to cover the participant’s full salary and benefits for the duration of the program. ASCO will cover all travel and living expenses while the participant is working on site at ASCO or traveling as required by the program.

Applicants are advised to consult with their division or department chief, practice leader, or training program director before initiating an application. As part of the application, applicants are required to submit a letter of support from their program director, department/division chief or practice lead that certifies their eligibility for the program; commitment from the home institution that the applicant will have sufficient protected time available to fully participate in the HP-LDP program; and the home institution will
continue to pay the full salary and fringe benefits (or other for practicing physicians) of the applicant throughout their participation in the HP-LDP.

**Schedule**

The program will begin on May 29, 2020, and end in June the following year. HP-LDP Fellows are expected to complete the full 12-month program and meet the graduation requirements of the Leadership Development Program as well as the additional Health Policy program requirements.

**Eligibility Criteria**

Applicants must meet the following criteria:

- Be a physician (MD, DO, or international equivalent). ASCO strongly encourages application submissions from all oncology subspecialties.
- Have completed one’s final subspecialty training between 2010 and 2015
- Be an ASCO member
- Be based in a U.S. practice or institution
- Be a U.S. Citizen or Permanent Resident

The Health Policy Leadership Development Program Review and Oversight Group reserves the right to evaluate and determine applicants’ eligibility based on the information and justifications included in the application materials.

**Selection Criteria**

The Health Policy Leadership Development Program Review and Oversight Group will assess each applicant based on their strengths and weaknesses with respect to the following criteria:

- Statement of Interest: Evaluate candidate’s essay based on candidate’s convincing argument that (s)he wants to acquire stronger leadership skills and how (s)he will utilize these skills. In addition, applicants should describe his/her desire to acquire stronger policy and advocacy skills and how (s)he will utilize these skills.
• Two Letters of Support: Evaluation of the applicant’s character, leadership potential, and his/her potential to develop health policy expertise/skills and to utilize these skills to achieve their professional goals.

• Oncology Leadership Activities: Applicant's current level of involvement with policy and advocacy activities in the oncology community and evidence of leadership potential. Reviews will not be based solely on previous roles within ASCO.

• Civic Activities: Depth and breadth of the applicant's civic involvement as an indicator of his/her potential to become skilled in health policy and advocacy.

• Honors & Recognitions: Assessment on how these marks of distinction apply to applicant’s potential for career advancement.

• Written and oral communication skills, interpersonal skills, and ability to collaborate with peers.

Award Notification

All communication will be sent to the primary email address entered for the applicant. Please confirm that this email address is correct. Please add both publicpolicy@asco.org and professionaldevelopment@asco.org to your safe senders list and/or check your spam folder if you are not receiving communications such as document submission notifications, application submission confirmation, etc. Applicants will be notified by the end of March 2020.

ASCO does not provide individual critiques of applications submitted.

For questions, please email publicpolicy@asco.org.

Key Dates and Deadlines

July 1, 2019
Launch of Call for Applications

September 25, 2019 (11:59 ET)
Deadline for Receipt of Application

March 2020
Notification Date

May 2020 – June 2021
Program Term
**Application Process**

**Important Note:** Participants not selected for the HP-LDP will not be separately considered for the standalone Leadership Development Program. If you would like to be separately considered for the Leadership Development Program (example: if you would still like to be considered for the LDP if you are not selected for the HP-LDP), you must submit a separate application to the Leadership Development Program. Applying to the LDP will not impact your chances of being selected for the HP-LDP. Additionally, prior LDP participants are not eligible to apply to the HP-LDP.

All applications must be submitted in accordance with the requirements and instructions of this Call for Applications. All application materials must be in English and must be submitted online in the application website (https://grants.conquer.org). No paper applications or applications sent by e-mail will be accepted.

Applicants are encouraged to start their application early. To initiate an application, please visit the application website.

If applicants have previously used the application website to apply for a Conquer Cancer Foundation grant or award, or have participated in a Conquer Cancer review committee, their login information should be the same. Please email ASCO Professional Development staff if you are locked out of your account.

The full application must be submitted by 11:59 PM ET on September 25, 2019. No late applications will be accepted.

Applicants must complete the following sections:

A. Contact Information
B. Uploads
C. Short-Answer Questions

A. **Contact Information.** All fields are required.

- Name
- Institution
- Department
- Degree(s)
- Final Subspecialty Training Completion Date
- Faculty Appointment Start Date
- ASCO Member ID (Enter the Temporary ASCO ID or “Pending” if submitting a membership application with the HP-LDP application)
- Address (at least one, checked as primary)
- Phone (at least one, checked as primary)
- Email (at least one, checked as primary)
### B. Uploads

Uploads can be in PDF or MS Word. Uploaded documents should not be password protected or they may not convert properly.

1. **Curriculum Vitae (CV):** This should be no more than four (4) pages.

2. **Statement of Interest:** Limit to three (3) single-spaced pages, 10-12-point font. It must address the following areas:

   - Provide examples of your leadership experience. One example should describe a time you felt you were an effective leader. A second example should describe a time you did not do as well as you might wish.

   - Provide examples of your health policy or advocacy experience; at least one where you felt you were effective and one where you felt your advocacy had little impact or provide the basis for your desire to participate in this program.

   - How do your activities, aspirations and experiences make you a strong candidate for the Health Policy Leadership Development Program?

   - How will participation in this program benefit you, your community, your institution, and your career?

3. **Two Letters of Support:**

   - **First Letter:** A letter of support endorsing your participation in the program from your supervisor, Department/Division Chief, or Practice Leader is required. It must include the following:
     - Certification of your eligibility for the program.
     - Commitment from the home institution that you will have sufficient protected time available to fully participate in the Health Policy Leadership Development Program.
     - Commitment that the home institution will continue to pay your full salary and fringe benefits (or other for practicing physicians) throughout your participation in the program.
     - Statement summarizing your character and potential to develop health policy expertise/skills and to utilize these skills to achieve professional goals.
     - Statement of your current level of involvement with policy and advocacy activities in the oncology community and evidence of leadership potential.
• **Second letter:** A letter from a supervisor, practice leader, or mentor.
  
  o Endorsing your participation in the program.
  
  o Letter should comment on the candidate’s ability to participate in teams and potential strengths as a leader.

4. **Health Policy Project Description:** Identify a key policy topic in oncology and provide a brief analysis (no more than 750 words). The analysis should be organized in two sections:

  • Statement of the Problem
  
  • Proposed Approach to Policy Development

C. **Short-Answer Questions.** List your activities for each of the following items.

  • Institutional Activities
  
  • ASCO Policy and/or Advocacy Activities
  
  • Civic Activities
  
  • Honors and Recognitions
  
  • Current Practice Setting and Subspecialty/Disease Interest

**NOTE:** If at any time during the application or review process you have a career plan change or leave your current position, please notify ASCO staff at publicpolicy@asco.org.

**Disclose Financial Relationships**

Following the submission of your application, you will be emailed a link to disclose your financial relationships. In compliance with ASCO's Conflict of Interest Policy, all persons who volunteer within ASCO are required to disclose their financial relations. You must complete your disclosure at ASCO's Disclosure Management System.