



## Canadian Society of Palliative Care Physicians

### POLICY FOR ENDORSING DOCUMENTS FROM OTHER ORGANIZATIONS

#### Information for Requestors

The Canadian Society of Palliative Care Physicians is pleased to review and/or endorse documents from other organizations, provided that the subject of the document is directly relevant to the CSPCP's [Vision, Mission and Goals](#).

Reviews are conducted by CSPCP Board members, with assistance from CSPCP working groups where applicable. The Board consists of volunteers who have been elected by the membership; therefore, it is assumed that Board input and/or endorsement is a reasonable reflection of CSPCP members' views.

#### Process

1. Requestor submits the document to the CSPCP Executive Director; [ed@cspcp.ca](mailto:ed@cspcp.ca).
2. The request must include a covering letter or email explaining with which components of the CSPCP's [Vision, Mission and Goals](#) the document aligns.
3. If the document is longer than 10 pages, specify which section(s) the CSPCP will be reviewing and how our participation will be acknowledged. For example, will acknowledgements specify which sections we reviewed and/or endorsed?
4. The CSPCP Executive Director will review the request with the CSPCP Vetting Committee to confirm that the criteria have been clearly met. If yes, we will notify you of the anticipated timeline for review/endorsement. If the criteria are not clearly met, we will either ask you for further clarification or will notify you that we are unable to review.

#### Estimated Timeline for Documents:

The CSPCP will respond to the request for feedback within 30 days unless there is need for extensive consultation.