Administrative Fellowships in Healthcare

Tips to get you thinking about your post-graduate career

Fall 2012

School of Public Health
The University of Texas Health Science Center Houston
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I. What is a Healthcare Administrative Fellowship?

A healthcare administrative fellowship is a post-graduate opportunity that provides practical, hands-on project experience at some of the nation’s leading healthcare organizations and academic medical centers. Fellows work directly with executive leadership and are exposed to high-level strategic decision making. More often than not, fellows are retained within the organization upon completion of the fellowship program. These fellowships are highly competitive so be prepared to put your best foot forward.

II. Fellowship Facts and Considerations:

☑ Deadline: September 14, 2012 – October 15, 2012

Dates vary by fellowship. Some organizations require all application materials to be received by a certain date, others will accept postmarked materials. Some institutions also offer Spring applications. Please refer to specific institutional websites for more information.

☑ Start date: June or July of the following year

☑ Length: 12, 18 or 24 months

☑ Compensation: ~$45,000 - $60,000

Visit the ACHE’s Fellowship Compensation Survey for more information: http://www.ache.org/postgrad/compsurvey.cfm

☑ Structure: Rotational, Project-Based or Both

☑ Geographical Location

Think about where you would to be for the next few years. Location will help you narrow down your list of fellowships to apply for.
☐ Type of Institution

The type of fellowship you apply for should be based on your interest in different institutions. For example, you could consider the Veteran’s Affairs System, academic medical centers, community hospitals, for profit or not for profit institutions. The type of institution you apply to will have bearing on your exposure to senior-level leadership and the projects you can work on.

☐ Benefits

The majority of fellowship programs offer benefits package comparable to employees at the institution. These include paid holidays; paid time off; paid travel and tuition costs for professional development; life, disability, medical and dental insurance.

III. Application Process

☐ The Application Packet

☐ Letters of Support: 2-3

For the Fall application season, start asking for recommendations as early as the summer. When the school year begins, professors will have other responsibilities and will be writing more than one recommendation letter.

Expect to obtain letters from a recent academic faculty member and an employer / previous employer, at minimum. Some programs will also require a graduate program director or a personal / community leader/volunteer supervisor letter of support.

☐ Transcripts: undergraduate & graduate

☐ Personal Statement: 1-2 pages

☐ Essays: 1-2

☐ Writing Sample

An original 5-10 page writing sample that was not team based may be requested by a handful of programs. A proofread and properly formatted paper used in your graduate program would suffice.
IV. Selection Process

☑ Application Review

☑ Phone Interview: Late September – October 2012

☑ On-site Interview: Mid October – November 2012

☑ Notification of selection: Mid October – December 2012

V. Resources

☑ Internal Resources
  ▪ SPH Career Services
  ▪ MPACH Department
  ▪ Past applicants and successful fellows

☑ External Resources
  ▪ ACHE (not a comprehensive list - you will have to search on your own)
  ▪ Current fellows at the institutions where you are applying

☑ Interview & Application Tips
  ▪ Know your resume
  ▪ Prepare concise examples
  ▪ Practice with mock interviews
  ▪ Make flash cards for phone interviews
  ▪ Practice using the STAR technique
    o Situation – detail the background of the situation. Provide a context. Where? When?
    o Task – describe the challenge and expectations. What were you asked to do? What needed to be done? Why?
    o Action – elaborate your specific action. What did you do? How? What tools did you use?
    o Results – explain the results: accomplishments, recognition, savings, etc. and quantify: is it still in existence today?
• Ask specific questions (makes you stand out, shows you’ve done your research and that you’re interested in that organization and what you can bring to them)
• E-mail or call the current fellows to ask questions. They will usually be assessing you during the first round phone interviews.
• If you are interning at the hospital to which you are applying be sure to network with the Vice Presidents. In many instances they will be conducting or participating in the on-site interviews.
• Be well versed in current healthcare trends and policies affecting the industry. These questions will come up during the interview process.

⇒ For more information:
• For a list of current fellowship opportunities, please visit: www.ache.org/postgrad/splash.cfm
• Contact The Board if you have specific questions
VI. A Final Note

While an administrative fellowship offers a variety of experiences neatly rolled into one package, it’s not the only way to get your foot in the door! Start now, as a student; practicums, internships, volunteer opportunities, networking and much more. Stay tuned to The Board’s events as you broaden your knowledge and experience in healthcare management.

**Calendar of Events, 2012 - 2013**

- **Fall 2012**
  - August 21st/22nd – New Student Orientation
  - September – Networking and Personal Branding by My Blank Canvas
  - October 11th - Networking Social
  - TBD – Speaker Series

- **Spring 2013**
  - Case Study Competition
  - Administrative Fellowship Panel
  - Speaker Series

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