VUMC Administrative Fellowship

Program Overview

The VUMC Hospital & Clinics Administrative Fellowship Program is a two-year, rotation and core-competency based program that provides comprehensive training and development for individuals seeking a leadership career in health system administration. Fellows are provided with an in-depth understanding of Academic Medical Center operations through exposure to various clinical and administrative areas. In addition to gaining robust contextual and functional knowledge, fellows take part in multiple hands-on learning experiences through immersions in various Patient Care Centers or Core Service Departments to gain competency in the skill-sets, processes, and tools required of modern health system administration. In the last months of the program, fellows are able to demonstrate their training and development through placement on the administrative team of a Patient Care Center or Core Service Department. Within this team, fellows work with increasing autonomy and responsibility to produce various deliverables, or lead various teams, before completing the program. The primary goal of the program is to develop participants through measurable demonstration of healthcare operations, knowledge, and skill-set competency, in order to successfully assume leadership roles in health system administration.

Structure

Borrowing from medical residency training and management development programs, the Administrative Fellowship Program relies on a cumulative learning experience to fortify the transition from graduate studies to independent practice in health system administration. The program is arranged in three phases: See One, Do One, and Lead One.

Fellows spend approximately their first six months rotating through 25 clinical and administrative areas throughout Vanderbilt University Medical Center. Each rotational experience, lasting anywhere between 1 and 5 days, gives the fellows the opportunity to meet various leaders and quickly gain a comprehensive understanding of Academic Medical Center operations. Additionally, as part of the See One phase, each rotation includes an introduction to a critical skill-set, tool, or process used in health system administration.

Following the See One phase, fellows progress to the Do One phase where they spend the next 6 months applying the various skill-sets, tools, and processes through multiple hands-on learning experiences. Fellows are immersed in various Patient Care Centers or Core Service Departments, where the leader of that particular area acts as the preceptor.
In the final phase of the program, **Lead One**, fellows are matched with a Patient Care Center or Core Service Area where they are given opportunity to leverage their prior learnings to work with increasing autonomy and responsibility on various projects or programs according to their interest and institutional priority.

Fellows are able to adapt their experience to meet their unique interests and career aspirations by completing the core competencies in the area(s) of their choosing. Time is also reserved for fellows to participate in various strategic projects, professional development opportunities, formal trainings, and senior leadership meetings throughout the program.

**Leadership**

The Administrative Fellowship Program is overseen by the Hospital and Clinics Executive Leadership Team. An Administrative Fellowship Board, comprised of various institutional leaders and program alumni, acts as an advisory group to the Executive Leadership Team. The Training and Organizational Development Office manages the daily operations of the program and ensures that all fellows receive the proper orientation and onboarding, a structured learning plan that provides opportunities for hands-on experience, and support and guidance throughout the year.

**Mentorship**

In addition to the formal mentorship of the Executive Leadership Team, fellows are able to build strong relationships with other institutional leaders during their immersions in various areas. Informal mentorship opportunities are available as fellows frequently interact with program alumni and other emerging leaders at VUMC and in the larger Nashville health care community.

Should you have any questions about the fellowship, please email: [VUMCAdminFellowship@vumc.org](mailto:VUMCAdminFellowship@vumc.org).

**Application Information**

Applicants to the Vanderbilt University Medical Center Administrative Fellowship Program must be:

- Masters-level graduates from accredited programs in healthcare administration, business administration, public health, or nursing administration
- GPA greater than 3.0 for all graduate studies
- Ideal applicants should have relevant healthcare experience including internships, externships, fellowships, or other related employment (no greater than 5 years, preferred).
Timeline:

- Applications Accepted: **July 1, 2019 - September 13, 2019**
- Interview Process
  - First Round: Phone interview with current fellows, week of **September 30, 2019**
  - Second Round: Phone or video conference interview with Administrative Fellowship Board members, week of **October 7, 2019**
  - Final Round: On-site interview with Executive Leadership Team, **October 27-28, 2019**
- Fellows start around June 29, 2020

Application Instructions:

1. Navigate to the following link: [https://www.vumc.org/careers/](https://www.vumc.org/careers/)
2. Select “External Applicants” from the right side of the screen.
3. Search for the job code “1907181” in the Keyword field under the tab titled “Job Search.”
4. Select the “Administrative Fellowship” link listed under the Requisition Title.
5. Select “Apply Online” and proceed with the application.
6. Under the tab titled “Resume,” please attach your current resume as a Word or PDF document.
7. Under the tab titled “Additional Attachments,” please attach the following:
   a. Essay responses to the following prompts (500 words limit for each prompt-1500 words total):
      i. Pick 3 words to describe yourself and explain why you chose them.
      ii. What are the 3-4 things that every health system CEO should have on his or her agenda?
      iii. What is the most common mistake (pick one) healthcare leaders make? How could this mistake be avoided?
   b. Three signed recommendation letters (one from a faculty member from your graduate level academic discipline, one from professional/work experience, and one additional).**
   c. Unofficial Graduate School Transcript(s).
   d. Please **do not** submit a cover letter.
8. Continue to complete the application. Under the tab tilted “Work Preferences,” please select “Days” from the list of Preferred Shift options.
9. Continue to complete the application. Under the tab titled “References,” include the names and contact information for the individuals you selected to provide the three signed recommendation letters attached previously in the application.
10. Continue to complete and submit the application on or before **September 13, 2019**
*If the individual(s) providing the recommendation(s) is uncomfortable with this electronic method of submission, please send the recommendation via mail (postmarked by September 13, 2019) to the following address:

Administrative Fellowship Board
Vanderbilt University Medical Center Hospitals & Clinics
1301 Medical Center Drive
TVC - 3812
Nashville, TN 37232-5100

All application materials must be submitted by September 13, 2019.