Administrative Nursing Fellowship

Program Overview

The Administrative Nursing Fellowship is a two-year opportunity working with the Chief Nursing Officer and senior nursing leaders of the Vanderbilt University Medical Center Hospitals and Clinics. This position will gain broad exposure to an academic medical center and develop a better understanding of operations, finances, physician services, and patient care services while working on various in-depth projects. The Nurse Fellow will follow the same See One, Do One, Lead One Structure as the non-clinical administrative fellow.

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 Nursing Fellowship Program is overseen by the Chief Nursing Officer in addition to 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.

**KEY RESPONSIBILITIES**

- Demonstrates ability to implement change for positive outcomes.
- Documents service standards in appropriate format.
- Creates and provides training and educational tools for use throughout entity.
- Utilizes effective communication skills to guide staff/teams toward an improved outcome.
- Gathers/Analyzes and presents data to guide future outcomes.
- Gathers data during assessment phase and gains an understanding of departmental functions.
- Uses benchmarking tools to compare activities of internal departments to the ideal standard.
- Uses analyses to develop productivity targets, performance measures and redesign the workflow process.
- Provides data analysis for various projects as assigned.
- Identifies and initiates implementation of opportunities to improve efficiencies.

**Application Process**

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

- Masters-level graduates from accredited programs in healthcare administration, business administration, public health, or nursing administration
- Registered Nurse
• Applicants must have relevant healthcare experience including internships, externships, fellowships, or direct patient care of 5 years.

If you have any questions regarding the application process, please email VUMCAdminFellowship@vumc.org

Timeline:

• Applications Accepted: July 1, 2019 - September 13, 2019
• Interview Process
  o First Round: Phone interview with current fellows, week of September 30, 2019
  o Second Round: Phone or video conference interview with Administrative Fellowship Board members, week of October 7, 2019
  o 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/
2. Select “External Applicants” from the right side of the screen.
3. Search for the job code “1907182” in the Keyword field under the tab titled “Job Search.”
4. Select “Apply Online” and proceed with the application.
5. Under the tab titled “Resume,” please attach your current resume as a Word or PDF document.
6. 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.
7. Continue to complete the application. Under the tab titled “Work Preferences,” please select “Days” from the list of Preferred Shift options.
8. 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.

9. 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.*