**New Application:** **Health Care Administration, Leadership, and Management**

**Institutional Review Committee**

**ACGME**

Sponsoring Institutions may submit applications for accreditation of health care administration, leadership, and management fellowship programs for review by the Institutional Review Committee (IRC). Applications for accreditation are available on the IRC section of the ACGME website. New program applications must use the online application process within the Accreditation Data System (ADS).

This document contains the “Sponsoring Institution-based Fellowship-specific Application Questions.” The completed document should be uploaded in PDF format as the “Sponsoring Institution-based Fellowship-specific Application Questions” during Step \_\_\_ of the online application process within ADS.

**Resources**

1. What are the resources for fellow education in health care administration, leadership, and management for each participating site providing a required educational experience? In this description, include the resources of offices responsible for providing fellow education in finance, governance, human resources, legal counsel, operations, patient safety, and quality improvement, as applicable at the participating site. [PR I.D.1.a)]

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1. What workspace(s) is available for the fellow(s)? Include with this description an indication of the proximity of the workspace(s) to the offices of the executive team. [PR I.D.5.]

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**Personnel**

1. What support will be provided to the program director, including the FTE amount of dedicated support for administration of the program? [PR II.A.2., II.A.2.a)]

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1. Summarize the qualifications of the program director, including:
	1. current certification by a member Board of the American Board of Medical Specialties or by a certifying Board of the American Osteopathic Association [PR II.A.3., II.A.3.b)]

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1. experience as a physician executive leader, including title(s), organization(s), and dates of appointment(s) [PR II.A.3., II.A.3.c)]

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1. experience in clinical practice, including title(s), organization(s), and dates of appointment(s) [PR II.A.3., II.A.3.d)]

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1. experience as an educator, including title(s), organization(s), and dates of appointment(s) (Describe the plan for mentorship if the program director has fewer than three years of experience.) [PR II.A.3., II.A.3.e), II.A.3.e).(1)]

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1. List each participating site, the total length of time (in weeks) that fellows will be assigned to that participating site, and the faculty member(s) at the participating site who will be accountable and responsible for fellows’ achievement of educational goals. Specify any faculty members who will be core faculty members. (Add rows as needed.) [PR II.B.1, II.B.1.a-b)]

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|  | **Participating Site Name** | **Fellow Time (in weeks) at Participating Site** | **Name(s) of Faculty Members (specify core faculty members)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

1. Which senior administrative physician leader(s) will serve as program faculty member(s)? Include name(s), title(s), and the participating site(s) at which the physician leader(s) are professionally based. Also specify any faculty member(s) who will be core faculty members. [PR II.B.1, II.B.1.c).(2)]

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1. Which senior leader(s), other than physicians, will serve as program faculty members? Include name(s), title(s), and the participating site(s) at which the senior leader(s) are professionally based. Also specify any faculty member(s) who will be core faculty members. [PR II.B.1, II.B.1.c).(3)]

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1. Will there be a program coordinator with support equal to a dedicated minimum of 0.2 full-time equivalent (FTE) for administration of the program? [PR II.C.2.a)] YES[ ]  NO[ ]

**Educational Program**

1. What are the aims of the fellowship program and the relationship of the program’s aims to the following? [PR IV.A.1] (Limit response to 800 words)
* The Sponsoring Institution’s mission
* The needs of communities served by its participating sites
* The future practice of program graduates

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1. What opportunities will there be for fellows to develop competence in the essential aspects of health care administration, leadership, and management at the organizational level, including operations, finance, and human resources; effective interprofessional teamwork; and interactions with institutional governance? Indicate the settings in which these activities will occur. [PR IV.B.1.b).(1).(a)] (Limit response to 800 words)

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Describe one example of a learning activity in which fellows will manage institutional systems that are critical to the promotion of patient safety and health care quality. Indicate the setting(s) in which this activity will occur. [PR IV.B.1.b).(1).(b)] (Limit response to 400 words)

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Describe opportunities for fellows to lead efforts to achieve organizational health equity goals. Indicate the setting(s) in which these activities will occur. [PR IV.B.1.b).(1).(c)] (Limit response to 400 words)

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How will the program identify organization-wide projects for which fellows will have responsibilities across different areas of health care operations? [PR IV.B.1.b).(1).(d)] (Limit response to 400 words)

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1. Describe one example of a learning activity in which fellows will lead organizational efforts to ensure workplace safety and promote well-being of patients, the health systems workforce, and the public. [PR IV.B.1.b).(1).(e)] (Limit response to 400 words)

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1. What opportunities will there be for fellows to demonstrate progressive autonomy in physician leadership roles, including the administration and leadership of organization-level committees and interprofessional teams? [PR IV.B.1.b).(1).(f)] (Limit response to 400 words)

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1. In which formal educational activities (e.g., didactic instruction) will fellows develop knowledge of health systems operations, leadership, and related business sciences? [PR IV.B.1.c),IV.C.3, IV.C.4] (Limit response to 800 words)

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1. Indicate the settings and activities in which fellows will demonstrate competence in their medical knowledge of the areas listed below. Also indicate the method(s) that will be used to assess competence.

| **Competency Area** | **Settings/Activities** | **Assessment Method(s)** |
| --- | --- | --- |
| Health systems governance [PR IV C.3., IV.C.3.a), IV.C.5.d)] | Click here to enter text. | Click here to enter text. |
| Efficiency and effectiveness of health care delivery [PR IV C.3., IV.C.3.b)]  | Click here to enter text. | Click here to enter text. |
| Leadership in patient safety and quality improvement [PR IV C.3., IV.C.3.c), IV.C.5.e)] | Click here to enter text. | Click here to enter text. |
| Workforce education to meet system-wide needs [PR IV C.3., IV.C.3.d)] | Click here to enter text. | Click here to enter text. |
| Teaming [PR IV C.3., IV.C.3.e)] | Click here to enter text. | Click here to enter text. |
| Health care management [PR IV C.3., IV.C.3.f), IV.C.5.c)] | Click here to enter text. | Click here to enter text. |
| Health care financing [PR IV C.3., IV.C.3.g) | Click here to enter text. | Click here to enter text. |
| Health equity and population health management[PR IV C.3., IV.C.3.h)] | Click here to enter text. | Click here to enter text. |
| Business of health care[PR IV C.3., IV.C.3.i)] | Click here to enter text. | Click here to enter text. |
| Health care policy, law, and advocacy [PR IV C.3., IV.C.3.j)] | Click here to enter text. | Click here to enter text. |
| Health information technology [PR IV C.3., IV.C.3.k)] | Click here to enter text. | Click here to enter text. |
| Organizational psychology and leadership skills[PR IV C.3., IV.C.3.l)] | Click here to enter text. | Click here to enter text. |
| Strategic planning, workforce development, and health systems engineering[PR IV C.3., IV.C.3.m)] | Click here to enter text. | Click here to enter text. |
| Care innovation[PR IV C.3., IV.C.3.n)] | Click here to enter text. | Click here to enter text. |

1. Identify the names, titles, and organizations of senior executive leaders who will provide mentorship to the fellow(s). [PR IV.C.5., IV.C.5.a)]

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1. Will the mentorship include exposure to overnight administrative call responsibilities? [PR IV.C.5.a).(1)] YES[ ]  NO[ ]  N/A [ ]

Explain if the response to Question a) above was “N/A.”

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1. Identify and describe the organization-level committees for which fellows may be assigned progressive administration and leadership responsibilities. [PR IV.C.5., IV.C.5.b)] (Limit response to 400 words)

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1. What opportunities will there be for the fellow(s) to observe health systems governance and a patient safety or quality committee of health systems governance? [PR IV.C.5.d-e)] (Limit response to 400 words)

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1. What opportunities will there be for the fellow(s) to participate in executive-level daily team meetings? [PR IV.C.5.c))] (Limit response to 400 words)

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1. How will the rotational experiences provide the fellow(s) with opportunities to achieve competence in major departmental functions in key business units? [PR IV.C.5.f)] (Limit response to 400 words)

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1. Will these experiences include rotations in at least 50 percent of one organization’s primary administrative, operational, and managerial business units? [PR IV.C.5.f).(1)] YES[ ]  NO[ ]
2. How will the executive team and program director support and ensure adequate resources for each fellow’s completion of at least one capstone project? [PR IV.D.1.b).(1), IV.D.3.a), IV.D.3.a).(1)-(2), IV.D.3.b)] (Limit response to 400 words)

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1. Will the program assign or permit fellows to engage in the independent practice of their core specialty during the fellowship program? [PR IV.E.]  YES[ ]  NO[ ]
2. If “YES,” will fellows’ independent practice be limited to no more than 50 percent of their time if completing the program in the 24-month format, and limited to no more than 25 percent of their time if completing the program in the 12-month format? [PR IV.E.1.a)]

 YES[ ]  NO[ ]

Explain if “NO”.

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**Evaluation**

1. What evaluation tools (e.g., case studies, projects, and portfolios) will be used to assess the ability of fellows to engage in autonomous practice upon completion of the program? [PR V.A.2.a).(1), V.A.2.a).(1).(a)] (Limit response to 400 words)

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**The Learning and Working Environment**

1. Will fellows have the opportunity to participate with the chief medical officer or equivalent in the management of one or more serious safety events? [PR VI.A.1.a).(2).(a)]
 YES[ ]  NO[ ]
2. Will fellows have experience in patient safety executive-level daily team meetings? [PR VI.A.1.a).(2).(b)] YES[ ]  NO[ ]  N/A [ ]
3. Explain if the response to Question 27 is “N/A” (e.g., if participation in executive-level patient safety activities occurs in a manner other than daily team meetings).

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1. What opportunities will there be for the fellow(s) to lead clinical and non-clinical administrative and management teams? [PR VI.E.2.a)] (Limit response to 400 words)

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