

Administrative Fellowship

Section of Surgical Sciences/Surgery Patient Care Center

Program Website: <http://www.mc.vanderbilt.edu/sssfellows>

Program Overview

The Administrative Fellowship in the Section of Surgical Sciences/Surgery Patient Care Center is a one-year program focused on the strategic and operational aspects of the surgical care continuum at Vanderbilt University Medical Center. Throughout the year, the Fellow will gain broad exposure by participating in and leading a variety of hands-on projects and initiatives tailored to his or her interests. Bess Wildman, the Chief Business Officer for the Section of Surgical Sciences and Associate Operating Officer of the Surgery Patient Care Center, serves as the preceptor and has mentored many successful fellows throughout her career.

While this fellowship incorporates several rotations throughout the Vanderbilt enterprise, the focus on surgical specialties allows for a unique experience working closely with physician faculty members. The Fellow will learn academic department and service line management through projects such as:

1. Developing and/or improving clinical pathways and patient access in partnership with clinical leaders
2. Organizing lean activities to enhance process improvement
3. Optimizing block schedules
4. Participating in department and clinic budget processes
5. Conducting data analytics to support Section initiatives
6. Assisting with coordination of faculty recruitment and other faculty affairs activities
7. Leading quarterly "Lunch & Learns" that discuss healthcare industry current hot topics with administrative leaders and management
8. Owning the following regular projects:
 - a. Multi-Disciplinary Perioperative Morbidity & Mortality Improvement Conference
 - b. Annual compensation & productivity benchmark faculty report
 - c. Administrative Fellowship recruitment process

Ideal candidates will be team oriented, flexible, intuitive, inventive, self-motivated, professional, and understanding of the business forces within the healthcare industry.



Program Structure

This fellowship blends early rotational experiences with immediate project work to facilitate a learning by doing model. The Fellow will participate in 10-12 rotations throughout the Vanderbilt University Medical Center Clinical Enterprise along with the other VUMC Hospital & Clinics Administrative Fellows. An additional 8-10 surgical-specific rotations will serve as a platform for the Fellow to develop key experience in aspects of academic surgery administration.



Many leaders across the organization and within the Section of Surgical Sciences and the Surgery Patient Care Center will meet with the Fellow to facilitate learning, exposure, and project selection. Further unique opportunities include: Lean Healthcare Certificate Training, LifeFlight Ride-Along, shadowing faculty in OR procedures, and participation in the Association of Academic Surgical Administrators annual conference and poster presentation.



Please forward to your students



Administrative Fellowship

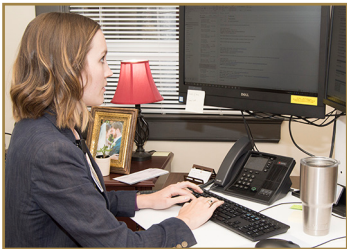
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Application Information

Qualification Requirements:

Applicants should be 2018 master-level graduates or residency-year from accredited programs in healthcare administration, business administration, public health, or nursing administration. Ideal applicants should have relevant healthcare experience including internships, externships, or other related employment (no greater than 5 years, preferred).



You may apply to both the VUMC Hospital & Clinics Fellowship and Section of Surgical Sciences/Surgery Patient Care Center Fellowship. Separate applications and materials are required as described by each program and separate interviews will be conducted.

If you have any questions regarding the application process, please contact the current Administrative Fellow, Heather Hubbs, at heather.n.hubbs@vanderbilt.edu

Timeline:

- Application Deadline: September 21, 2018
- Interview Process:
 - o Phone interview
 - o On-site Interview: October 29-30, 2018
 - o Offer extended: early November
- Fellowship begins: July 1, 2019

Application Materials (scan into a single PDF):

- Cover Letter – may be addressed to Bess Wildman
- Résumé
- 1 page personal statement addressing why you are interested in this fellowship and what you hope to achieve through this role
- Unofficial graduate school transcript(s)
- Unofficial undergraduate transcript(s)
- Two signed letters of recommendation (one from a faculty member from your academic discipline and one from professional/work experience) – may be addressed to Bess Wildman



Please send one email containing a single PDF of all application materials in the order listed above to:

Meagan Howard, Administrative Fellow
Section of Surgical Sciences
meagan.l.howard@vumc.org

All application materials must arrive in one email by September 21, 2017. Only complete applications will be accepted.

Other helpful links

Weblink: [Vanderbilt Section of Surgical Sciences](#)
Weblink: [Vanderbilt University Medical Center](#)
Patient Portal: VanderbiltHealth.com

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