

NAVIGATING NAFCAS & APPLYING FOR ADMINISTRATIVE FELLOWSHIPS

6.13.23 | ACHE-SETC

MODERATOR



Christine Young
UTMB Health

NAFCAS



Ben Akoa
UC Health

NON-NAFCAS



Brianna Williams
Duke University Hospital

What is an Administration Fellowship?

A healthcare administrative fellowship is a competitive 1-2 year long structured program designed to provide early-career (post-graduate/post-professional school) individuals with practical experience and mentorship, via seasoned high-level executives, in various aspects of healthcare management and leadership. Fellowships typically aim at developing one's skills while preparing individuals for future leadership roles in healthcare administration.



Ben Akoa
UC Health

APPLYING *via* NAFCAS

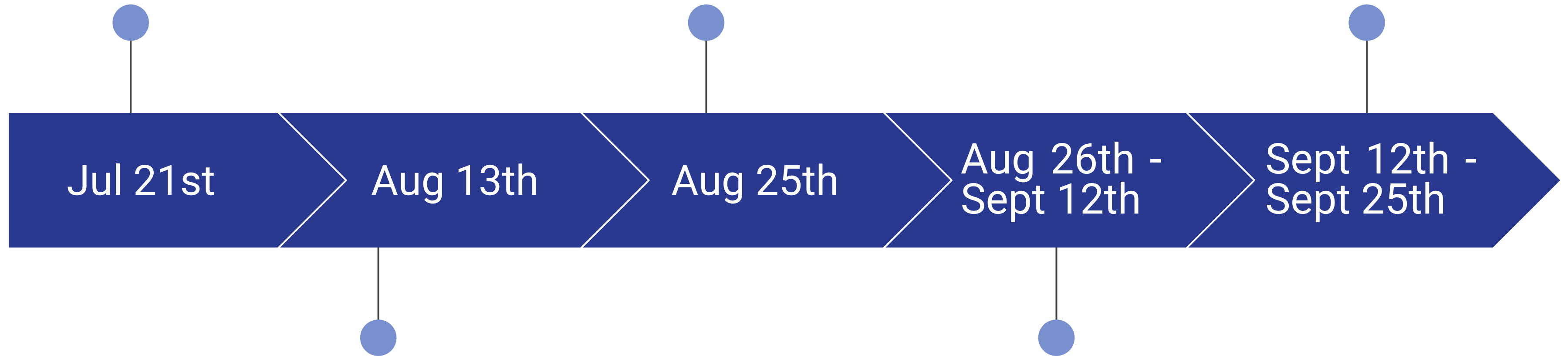
Tips Before Applying

- Solidify your list
 - Rotations or Project based
 - Network with Previous and Current Fellows
 - Work on Resume, personal statement
 - Breathe!
-

Request LOR from program director and internship preceptor

Receive LORs back (Give them a deadline)

Apply to all NAFCAS sites. Prioritize rolling basis sites



Materials completed, reviewed and finalized (Resume, personal statement, Essays, etc.)

Apply to all non NAFCAS sites prioritize those on a rolling basis



Brianna Williams
Duke University Hospital

APPLYING via **NON-NAFCAS**

Breaking Down the Non-NAFCAS Administrative Fellowship Process into Three Steps



Getting Organized



Preparation and Submission



From Interview to Offer



Where Am I Applying?

- Geography
- Structure
- Length
- Type of Institution



Getting Organized

Mock Fellowship Dashboard

Status	Application Due Date	Program	Organization	Details for Recommenders	Where to Submit
First Round Interview Offer – Accepted [9/3/2024]	8/15/2024	Brianna Medical Center Finance Administrative Fellowship Program	Brianna Medical Center	<ul style="list-style-type: none">• Address to “AFP Selection Committee”• Send to me for submission OR Email letter to Brianna@briannamed.org	Online Portal via Brianna Medical Center



How Do I Apply?

<https://www.ache.org/career-resource-center/seek-new-opportunities/postgraduate-fellowships>



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View Current Directory of Postgraduate Administrative Fellowships Listings

In addition to the listings in the Directory, ACHE offers the Stuart A. Wesbury, Jr. Postgraduate Fellowship. This fellowship was established in 1991 to further postgraduate education in healthcare and professional society management.

Search for fellowship listings using the ▾ Filter tool at the top of each column. To view all the fellowship listings available, clear all selected filters ▾.

Select Year: 2024 ▾

Total Listing: 11

Organization ▾	State ▾	Title ▾	Application Deadline ▾	Start Date ▾	Action
Barnes-Jewish Hospital	MO	David A. Gee Administrative Fellowship	09/29/2023	06/24/2024	DETAIL APPLY



1 - 11 of 11 items



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E-Mail

Website

Organization	State	Title	Application Deadline	Start Date	Action
Barnes-Jewish Hospital	MO	David A. Gee Administrative Fellowship	09/29/2023	06/24/2024	<p>DETAIL</p> <p>APPLY</p>



What May I Need to Apply?

- Resume
- Transcript(s)
- Cover Letter
- Statement of Purpose or Personal Statement
- Essay(s)
- Letter(s) of Recommendation



Preparation and Submission



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Application process

The application for the Corewell Health 2024-2025 Administrative Fellowship program will open June 1, 2023 and will close September 3, 2023. Candidates selected will have first round interviews early September and on-site second-round interviews in late September. Offers will be extended by early to mid-October.

The typical start date is between May and July.

To begin the application process, candidates must provide the following:

- Cover letter and resume
- Personal statement explaining why the candidate is seeking the Corewell Health fellowship
- Official transcripts (undergraduate and graduate)
- Three letters of recommendation

Address documents to the Corewell Health Administrative Fellowship Committee and send via mail or email to:

Corewell Health
221 Michigan Street NE, Suite 501
Grand Rapids, MI 49503

616.391.1607

CHAdministrativeFellowship@corewellhealth.org

What Do I Need to Apply?

How Do I Apply?



From Interview to Offer

SEPTEMBER 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1 Application Due	2
3	4	5 Application Due	6	7	8 1 st Round	9
10	11	12 1 st Round	13	14	15 2 nd Round	16
17	18 Final Round	19	20 Offer Extended	21 Respond by 5pm	22 Final Round	23
24	25	26 Offer Extended	27	28 Decision by 5pm	29	30



What Should You Remember?

- Get Organized, Stay Organized
- Ask for Help
- **You Are Most Important**

Live Q&A

**APPLY TO OUR
FELLOWSHIPS!**



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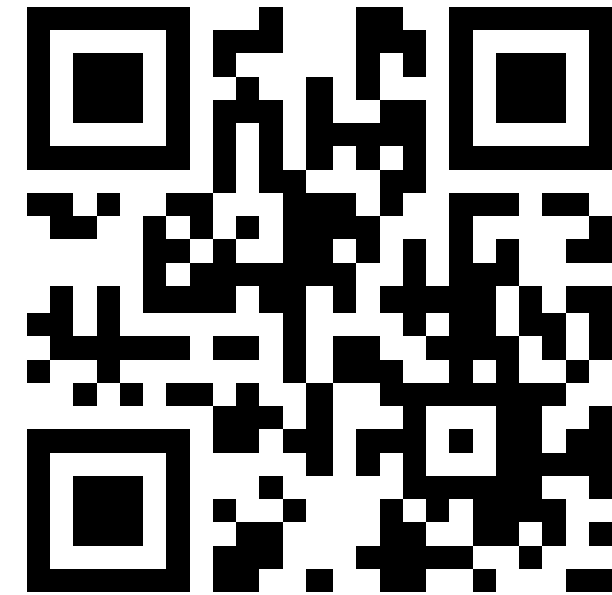


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