



## UW Health Administrative Fellowship Program

### About UW Health

UW Health is the academic medical center associated with the University of Wisconsin-Madison. The primary entities constituting UW Health are UW Hospital and Clinics (UWHC) including American Family Children's Hospital, UW Medical Foundation (UWMF), and the UW School of Medicine and Public Health (UWSMPH).

University of Wisconsin Hospital and Clinics is a 493-bed facility that consistently ranks among top academic medical centers. Frequently cited in publications including U.S. News & World



Report of America's Best Hospitals, UW is recognized as a national leader in fields including cancer treatment, pediatrics, ophthalmology, surgical specialties and organ transplantation. With more than 1100 active medical staff and 85 outpatient clinics, UW Hospital and Clinics offers six intensive care units (trauma and life support, pediatric, cardiac, cardiothoracic, burn, neurosurgery) with 83 total beds and seven satellite

locations. UW Hospital and Clinics is one of only two organizations in Wisconsin with designated Level One adult and pediatric trauma centers.

The American Family Children's Hospital, part of UW Hospital and Clinics, is a complete children's medical and surgical center located on the UWHC campus. The 62-bed pediatric hospital opened in 2007 and added a new Pediatric Surgical Pavilion in 2008 that encompasses six operating rooms and two procedure rooms.



University of Wisconsin Medical Foundation is the physician faculty practice organization affiliated with the UW School of Medicine and Public Health. With over 1100 physicians, UWMF is the largest multi-specialty medical group in the state of Wisconsin and one of the ten largest medical groups in the nation.

University of Wisconsin School of Medicine and Public Health is recognized as an international, national, and state-wide leader in educating physicians, investigating the cause of disease, exploring innovative solutions to medical problems and translating research into compassionate and high-quality patient care.

**Q. Who is eligible to apply for the Administrative Fellowship?**

**A.** Candidates for the UW Health Administrative Fellowship should be currently enrolled in or have recently completed an accredited graduate program in Health Administration or a related program (MHA/MBA/MHSA). Course work must be complete prior to the start of the fellowship in July 2010. Applicants must be either a citizen of the United States or be able to maintain work authorization throughout the fellowship. UW Health does not offer visa sponsorship to candidates for the fellowship program.

Candidates should exhibit the following qualities:

- Ability to manage multiple projects and meet deadlines
- Excellent written and verbal communication skills
- Self-motivation and teamwork-orientation
- Interest in the management and operation of an academic medical center

**Q. How long is the Administrative Fellowship?**

**A.** Two years—the Fellow will spend a year each working with the respective senior leadership teams of University of Wisconsin Hospital and Clinics and University of Wisconsin Medical Foundation. While start dates are negotiable, fellows typically begin in early to mid-July.

**Q. How many applications are received in a typical year?**

**A.** The number of applications ranges from approximately 35 to 60.

**Q. How many Fellows are accepted into the program?**

**A.** One fellow is accepted each year.

**Q. How is the UW Health Administrative Fellowship different from others?**

**A.** The Administrative Fellowship program at UW is designed to cultivate leaders in the field of academic healthcare by fostering close working relationships between the Fellow and senior leadership teams while exposing him/her to a diverse array of operational activities. The Fellow will have the opportunity to choose the focus of his/her work: projects are tailored to the interests of the candidate selected. Areas of opportunity for project work include (but are not limited to): operations, strategic planning, organizational development, new business development, budgeting and financial analysis, quality improvement, compliance, contract negotiations, labor relations, and technology implementation.

Fellows are also involved in a variety of committee meetings throughout the organization across numerous departments where fellows gain awareness of a range of decision-making processes and challenges facing today's healthcare leaders at all levels.

One of the most unique aspects of the UW Health Fellowship is the opportunity for Fellows to spend one year in a hospital environment followed by one year immersed in the operational and strategic aspects of a physician group practice. Exposure to both organizations provides a rich and well-rounded experience.

**Q. Who are the preceptors for the Administrative Fellowship program?**

**A.** The preceptor for the 1<sup>st</sup> year at UWHC is Mark Hamilton, FACHE, Vice President Ambulatory Services of University of Wisconsin Hospital and Clinics and President of the Wisconsin Chapter of ACHE.

The preceptor for the 2<sup>nd</sup> year at UWMF is Peter Christman, Executive Vice President and Chief Operating Officer of the University of Wisconsin Medical Foundation.

**Q. What level of salary and benefits do Fellows receive?**

**A.** Fellows are provided a competitive salary and benefits package for both years. Benefits include the following:

- 29-days of paid time off (including holidays, vacation, and sick time)
- Health and additional insurance benefits
- Payment of travel, lodging, and dining expenses to attend one health care-related professional meeting/seminar per year
- Opportunities to take educational courses offered by the UWHC Academy and UWMF Learning and Development
- Work space and adequate resources to support them during the Fellowship.

If you have any other questions regarding benefits, please contact Recruitment Manager Tracey Glinski ([TGlinski@uwhealth.org](mailto:TGlinski@uwhealth.org)).

**Q. When is the application deadline?**

**A.** Complete applications must be **received** by October 15, 2009. Incomplete applications and applications received after October 15 will not be accepted. Additional application information is also located on the Administrative Fellowship website at <http://www.uwhealth.org/internships/administrativefellowship/11605>.

The following items are required in order to be considered for the Fellowship:

- Completion of online application and behavioral assessment – the Job Posting ID number is available on the Fellowship website
- Resume and cover letter (submitted electronically)
- Personal statement of interest in pursuing an Administrative Fellowship at UW Health (1 page, submitted electronically)
- Three letters of recommendation (at least one from a current or past employer)
- Official graduate school transcript

If you are unable to attach the three letters of recommendation and the transcript to the online application, please send them (preferably in one packet) to:

Tracey Glinski  
UW Hospital and Clinics Recruitment Center  
Attn: Administrative Fellowship Program  
5105 University Avenue  
Madison, WI 53705

**Q. What should I expect from the interview process?**

**A.** Review of an application begins once all components have been received. A selection committee will evaluate each applicant based on predetermined criteria. After an initial review, a number of candidates will be contacted for a telephone interview with current fellows. From this group, select candidates will be invited to Madison in early November for on-site interviews during which they will meet with preceptors and other members of the senior leadership team, tour UW Hospital and American Family Children’s Hospital, and learn more about the fellowship opportunity. An offer is extended to the selected candidate shortly thereafter.

**Q. Tell me more about living in Madison, Wisconsin.**

**A.** Madison, which is situated on an isthmus in south-central Wisconsin, is a vibrant Big Ten college town of approximately 220,000 residents. Known for its natural beauty, Madison boasts more than 15,000 acres of lakes and beaches, as well as 260 parks, botanical gardens, an arboretum, and the Henry Vilas Zoo. The city also offers an impressive array of cultural and entertainment options, from shopping and dining on State Street to the Dane County Farmers’ Market, UW’s relaxed Memorial Union Terrace, free concerts and art fairs on Capital Square, ballet and theater at the Overture Center, a variety of galleries and museums, collegiate and minor league athletics, year-round indoor and outdoor recreation—there is never a shortage of things to do in Madison. Madison has been ranked highly amongst the nation’s most livable cities and offers an excellent public transportation system making your commute to work easy whether you live in the cosmopolitan downtown area, or the east and west sides of town.

**Q. I have additional questions and would like to learn more about the Fellowship. Who can I contact?**

**A.** Current fellows Christine O’Connor and Mary O’Connell would be happy to discuss the University of Wisconsin Administrative Fellowship program and answer any questions you may have. We look forward to hearing from you and receiving your application!

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