



## UW Health Administrative Fellowship

### About UW Health

UW Health is the integrated health system of the University of Wisconsin-Madison serving more than 600,000 patients each year in the Upper Midwest and beyond with approximately 1,500 physicians and 16,500 staff at six hospitals and more than 80 outpatient sites. UW Health is governed by the UW Hospitals and Clinics Authority and partners with UW School of Medicine and Public Health to fulfill their patient care, research, education and community service missions.

UW Health is a nationally recognized regional health system that includes:

- [University Hospital](#), a 505-bed regional referral center that is home to a Level One adult and pediatric trauma center, American College of Surgeons-verified Burn Center, one of the nation's largest organ transplant programs, one of the nation's first certified comprehensive stroke centers and the UW Carbone Cancer Center, one of 41 National Cancer Institute-designated comprehensive centers in the country.
- [UW Health at The American Center](#), a 56-bed, community-based health and wellness facility
- [American Family Children's Hospital](#), a nationally-ranked, 87-bed facility with pediatric and surgical neonatal intensive care unit
- [UnityPoint Health-Meriter](#), a 448-bed community-based hospital providing a complete range of medical and surgical services for residents of Dane county and surrounding communities. [Learn more about the UW Health and UnityPoint Health-Meriter Partnership](#)
- [UW Health Rehabilitation Hospital](#), a 50-bed, post-acute inpatient rehabilitation facility
- A regional division that extends to Rockford, Illinois, and includes the 333-bed [SwedishAmerican Hospital](#), an associated 34-bed inpatient/outpatient medical center in Belvidere, Illinois, and regional cancer center in Rockford
- Six regional cancer centers:
  - Beloit Hospital (Beloit, Wis.)

- FHN Leonard C. Ferguson Cancer Center (Freeport, Ill.)
  - SwedishAmerican Hospital (Rockford, Ill.)
  - UW Cancer Center at ProHealth Care (Pewaukee, Wis.)
  - UW Cancer Center Johnson Creek (Johnson Creek, Wis.)
  - Aspirus UW Cancer Center (Wisconsin Rapids, Wis.)
- Regional outreach clinics in approximately 65 locations
- [UW Medical Foundation](#), the state's second-largest medical practice group, representing more than 1,300 faculty physicians of the UW School of Medicine and Public Health
- [UnityPoint Health Meriter Clinics](#) - as part of UnityPoint Health-Meriter, this organization offers adults and children primary and specialty care, including heart and vascular, orthopedics and women's services throughout Dane County
- [Quartz](#), an organization that manages services for the health insurance plans of Unity Health Insurance and Gundersen Health Plan, which are co-owned by UW Health and Gundersen Health System. Quartz also provides administrative services for self-funded health plans. Quartz services 275,000 customers who live in southern and western Wisconsin, parts of Illinois, Iowa and Minnesota.
- [University Health Care](#), a not-for-profit membership corporation that facilitates clinical and contracting relationships with insurance companies and regional providers
- [Joint Ventures](#) and affiliations including cancer centers, surgery centers, dialysis programs, home health, infusion and many other programs and services

**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 a CAHME or AACSB accredited graduate program in Health Administration or a related program (MHA/MBA/MHSA/MPH). Course work must be complete prior to the start of the fellowship in July 2019. 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
- Leadership, independence, and initiative
- Excellent written and verbal communication
- Self-motivated and teamwork-oriented
- Effective interpersonal skills
- Strong analytical and conceptual skills
- Presentation and facilitation skills

- Organizational skills
- Interest in the management and operation of an academic medical center

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

A. Two years – The two-year program is designed to provide the Fellow with system-level learning through projects focused on the highest strategic initiatives of UW Health, as well as provide experience in day-to-day operations of an academic medical center through rotations and immersion experiences.

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

A. One fellow is accepted each year.

**Q. What Senior Leadership is involved with the Administrative Fellowship?**

A. Executive Sponsor: Serves as the Program’s champion for the Administrative Fellows. Ensures the Fellows’ participation in senior level meetings, and exposure to the system-level operations.

- [Elizabeth Bolt](#), Senior Vice President, Chief Operating Officer

Preceptors: Meet with the Fellows on a regular basis and provide feedback and guidance. The preceptor may assign project work to Fellows and provide them access to senior-level meetings.

- [Beth Houlahan](#), Senior Vice President, Chief Nursing Officer
- [Bob Flannery](#), Senior Vice President, Chief Financial Officer

Program Directors: Create and maintain the Administrative Fellowship structure and serve as the liaison between Senior Leadership and Administrative Fellows. Responsibilities include managing the Program’s components, rotations, and requirements.

- [Betsy Clough](#), Vice President, Performance Excellence
- [Wayne Frangesch](#), Vice President, Chief Human Resources Officer

Steering Committee: Comprised of leadership across the enterprise, including former UW Health Administrative Fellows. The Committee provides guidance to the Program and selects final candidates.

Outside of the Program structure, Administrative Fellows are encouraged to develop mentor relationships with leadership across the enterprise.

**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 or her to a diverse array of operational activities across the enterprise. The Fellow is highly engaged in systems-level project work that is aligned with the organization’s current Strategic Plan as well as the specific interests of the Fellow. Areas of opportunity for project work include but are not limited to:

- New Business Development
- Operational Efficiency
- Organizational Development
- Patient Experience

- Population Health

In addition, Fellows complete Core Competency rotations to ensure readiness for a management level position within an academic medical center upon completion of the Fellowship.

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

**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 or seminar per year
- Opportunities to take educational courses offered through UW Health's Learning and Development program and University of Wisconsin's E-Business Consortium
- Workspace and adequate support resources during the Fellowship

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

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

A. Complete applications must be received by September 7, 2018 at 5:00 PM CST. Incomplete applications received after September 7th will not be accepted.

**Application Information:**

Qualified candidates for the Administrative Fellowship must submit a formal employment application at [uwhealth.org/careers](http://uwhealth.org/careers) under "Careers at UW Hospital and Clinics." Perform a keyword search for "Administrative Fellow."

Within the online application, please attach the below materials (and in the following order) order as one consolidated PDF document:

- Cover letter
- Resume
- Personal statement of interest in pursuing an Administrative Fellowship at UW Health (one page)
- Three letters of recommendation (at least one from a past or current employer)
- Official graduate school transcript

If you are unable to attach letters of recommendation or your transcript to the online application, please send (in one packet) to:

UW Health

Attn: Sarah McKittrick- First Year Administrative Fellow

600 Highland Avenue H4/860

Madison, WI 53792-8360

**All application materials must be received by September 7<sup>th</sup> at 5:00 pm CST.** Candidates will be contacted to schedule a telephone interview within two weeks of submission. On-site interviews and candidate selection will occur in October.

**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, selected candidates will be invited to Madison in October for on-site interviews during which they will meet with the Executive Sponsor, Program Directors, Preceptors, and members of the senior leadership team, tour our main campus, and learn more about the fellowship opportunity.

**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 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, and year-round indoor and outdoor recreation. 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 or west sides of town.

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

A. Any of the current Administrative Fellows would be happy to discuss the UW Health 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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