



UW Health Administrative Fellowship Program

About UW Health

UW Health is a nationally recognized integrated health system of the University of Wisconsin-Madison serving more than 600,000 patients each year in the Upper Midwest and beyond with 1,400 physicians and 16,500 staff at six hospitals and 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:

- 4 Madison Hospitals:
 - [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 units
 - [UW Health Rehabilitation Hospital](#) – A 50-bed, post-acute inpatient rehabilitation facility

What is UW Health?

UW Health is the integrated health system of University of Wisconsin-Madison caring for more than 600,000 patients each year, realizing \$3.2B in annual revenues and comprised of six hospitals, 1,500 physicians, 80 outpatient sites and a partnership in a 260,000 member health plan

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 Madison Hospitals

- University Hospital
- American Family Children’s Hospital
- UW Health at The American Center
- UW Health Rehabilitation Hospital

UW Health Regional Hospitals

- SwedishAmerican Hospital, Rockford, IL
- Belvidere Medical Center, Belvidere, IL

UW Health Clinics

Throughout Wisconsin and Northern Illinois

UW Medical Foundation

UW faculty physician practice

Unity Health Insurance and Gundersen Health Plan

\$1B annual revenue, 3rd largest WI insurer

UW Carbone Cancer Center

Only Comprehensive Cancer Center in WI as designated by National Cancer Institute (NCI)

Joint Ventures and Affiliations

Cancer centers, surgery centers, dialysis programs, home health, infusion and many other programs and services

- Regional Division – 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
- 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.
- [Quartz](#) – An organization that manages services for the health insurance plans of Unity Health Insurance and Gunderson Health Plan, which are co-owned by UW Health and Gunderson 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](#) – 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 an 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 2018. 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 operations of an academic medical center



Q. How long is the Administrative Fellowship?

A. Two years – The Fellow will spend two years working with senior leadership teams of the health system’s inpatient and ambulatory operations. Additionally, the Fellow will engage with the University of Wisconsin School of Medicine and Public Health to further develop competencies related specifically to academic health care.

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

A. The number of applications ranges from approximately 50 to 75.

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 or her to a diverse array of operational activities. 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 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. Who are the preceptors for the Administrative Fellowship program?

A. There are four program preceptors who serve as advisors to the Fellow throughout the two years:

- **Bob Flannery** – Senior Vice President, Chief Financial Officer
- **Tim Gaillard** – Senior Vice President, Chief Operating Officer of University Hospital
- **Kenneth Mount** – Senior Associate Dean for Finance at the UW School of Medicine and Public Health
- **Teresa Neely** – Senior Vice President, Chief Ambulatory Officer and Chief Nursing Officer, Ambulatory

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 1, 2017. Incomplete applications received after September 1st will not be accepted. Additional application information is also located on the Administrative Fellowship website at:

<http://www.uwhealth.org/health-professionals/internships/administrative-fellowship/main/31845>



Application Information:

Qualified candidates for the Administrative Fellowship must submit a formal employment application at 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 Hospitals and Clinics
Attn: Nadia Albert & Margaret Benson, First Year Administrative Fellows
600 Highland Ave., H4/860
Madison, WI 53792-5390

All application materials must be received by Sept. 1. Candidates will be contacted to schedule a telephone interview within two weeks of submission. On-site interviews and candidate selection will occur in early 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 early October for on-site interviews during which they will meet with preceptors and other 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, 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!

Innocent Okechukwu, MHA
2nd Year Administrative Fellow
iokechukwu@uwhealth.org

Rachel Zorn, MPH
2nd Year Administrative Fellow
rzorn@uwhealth.org

Nadia Albert, MHA
1st Year Administrative Fellow
nalbert@uwhealth.org

Margaret Benson, MBA, MHA, BSN, RN
1st Year Administrative Fellow
mbenson3@uwhealth.org