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**2020-2021 Administrative Fellowship Program Information**

Tampa General Hospital is a private not-for-profit hospital and one of the most comprehensive medical facilities in West Central Florida serving a dozen counties with a population in excess of 4 million. As one of the largest hospitals in Florida, Tampa General is licensed for 1,007 beds, and with more than 8,000 employees, is one of the region’s largest employers.

At TGH, we believe growing and developing leaders is the key to building a pipeline for future administrative talent and leadership. The Tampa General Administrative Fellowship Program consists of a year long rotation through several administrative departments such as Operations, Strategy, Human Resources, Finance, etc. Individuals develop a comprehensive understanding of a complex health care organization with a strong vision to be the safest and most innovative academic health system in America. TGH has a rich teaching and training history in medicine, we aim to provide a world-class teaching experience for future administrative leaders as well.

**SECTION I: STRUCTURE**

**Advisors and Preceptor**

Based upon areas of interest, fellows will be assigned a preceptor from one of the organization’s administrative functions. This preceptor will be responsible for engaging with the fellow throughout the program. Preceptors will do this through one-on-one meetings, mentorships, guidance, feedback on performance, and some project work during the one-year rotation. Donna Tope, MBA, MSHA, Director of Support Services and Tallee Williams, MBA, MSHA, Manager of Physician Wellness and Special Projects serve as the Administrative Fellowship Program advisors and will also work with the fellows throughout their one-year rotation.

**Rotations**

The Tampa General Administrative Fellowship Program can include rotations with:

* President & CEO
* Executive VP & Chief Information Officer
* Executive VP & Chief Strategy & Marketing Officer
* Executive VP & Chief Operating Officer
* Senior VP & Chief Nursing Officer

**Evaluations**

Commitment and constant evaluation is crucial to ensuring success both during the fellowship and in future career endeavors. Half way through the program year and at year end, the fellow and their preceptor will complete a short evaluation of their time within the Administrative Fellowship. The intent of completing the evaluation is to constantly evolve and ensure a fulfilling and engaging experience during the entire fellowship.

**SECTION II: RESPONSIBILITIES**

**Expectations**

Each fellow is to complete two major projects along with at least five other smaller projects

throughout the year. These projects should be tracked in a fellowship plan developed by both the fellow and the preceptor.

In addition to project work, all fellows are expected to follow a set of expectations that will allow for sufficient exposure and learning experiences. The expectations are as follows:

* Connect with and support other senior leaders within TGH
* Perform rotations and shadowing with different departments
* Gain exposure to various leadership styles, roles, and responsibilities within the organization
* Learn about leaders’ backgrounds by building professional relationships
* Network with developing leaders both inside and outside of the organization
* Serve as ambassadors of TGH in the organization and in the community

The fellows are expected to attend the following meetings:

* Two to three board meetings
* Monthly Senior Management team meetings
* Monthly Leadership Forum
* One to two Birthday Breakfasts

**Fellowship Plan**

To keep track of the projects a fellow will be working on and to set tangible goals for each fellow’s administrative fellowship, every fellow will be required to develop a fellowship plan. The fellowship plan will consist of:

* Administrative fellowship purpose as defined by the fellow
* Meetings held or attended with senior leaders
* Rotation timelines
* Project dashboard

**SECTION III: APPLICATION REQUIREMENTS AND TIMELINE**

**Eligibility**

Eligible applicants must have completed the didactic portion of their MBA, MHA or MPH. Due to the nature of the Administrative Fellowship Program and the expectations when performing project work throughout the organization, TGH’s Administrative Fellowship Program is a Master’s level position.

**Requirements, to be submitted to** [**https://www.tgh.org/careers**](https://www.tgh.org/careers)

* Cover Letter
* Resume
* Graduate School Transcripts
* Two (2) Letters of Recommendation
  + Academic **OR** Program Director
  + Professional **OR** Personal

**Application/Selection Process Timeline**

Applications open and information is made available online at <https://www.tgh.org/careers> for Master’s students expressing interest: **August 19, 2019**

* Applications Close: **September 30, 2019 at 11:59 PM EST**
* Review of Applications and On-Sites: **October 1-31, 2019**
* Offer Date: **November 11, 2019**
* Deadline to Accept Offer: **November 15, 2019 at 5:00 PM EST**

**SECTION IV: FREQUENTLY ASKED QUESTIONS**

**What are you looking for in a fellowship candidate?**

At TGH, we are looking for self-driven and independent, strategic thinkers. We want our fellows to build relationships, be team players, and contribute to finding new, innovative solutions to today’s healthcare challenges.

**What level of experience is required to apply for the fellowship?**

We strongly encourage that applicants have experience within the health care profession, whether it be through an internship, volunteer opportunity, or full-time employment. However, TGH welcomes applicants to apply regardless of their level of experience.

**Can I apply to both fellowship programs?**

Yes, however, to apply to both the finance and administrative fellowship, two separate applications must be submitted to the appropriate team.

**Do I have to be a Master’s student to apply?**

Yes. Due to the nature of the fellowship process and the expectations when performing project work around the organization, the fellowship is a Master’s level position. Applicants must have completed Master’s coursework to apply.

**Do you accept individuals who have already earned their Master’s degree and are not currently an academic student?**

Yes, we do accept those applications.

**How many fellows are you taking and how long is the fellowship?**

We will accept up to two administrative fellows and the fellowship will last one year.

**Have fellows succeeded at TGH in the past?**

Many fellows have gone on in their careers to succeed at TGH. Former fellows have risen to leadership roles throughout the organization, including Vice Presidents, Directors, Nursing Administrators, and Business Operations Managers. Former fellows have also taken on roles in Strategic Planning, Operations, Ambulatory Care, and Project Management.

**Am I guaranteed a job after completing my fellowship?**

No. While TGH has a rich history of hiring fellows, there is not a job guarantee at the end of the fellowship.

**What types of projects do fellows complete during their fellowship?**

Fellows will have the opportunity to delve into a variety of projects in specific areas based on their interests and the needs of TGH. The fellowship is a hybrid model of rotational experience and project work.

**What are the salary and benefits?**

The Administrative Fellowship Program salary and benefits are competitive with other programs.

**How will candidates advance through the interview process?**

If selected, candidates who are chosen to advance will be interviewed via phone, and a select few will then be invited for an on-site interview.

**If offered, how long do I have to decide?**

We will extend offers on Monday, November 11th. Candidates will be given until Friday, November 15th at 5:00 PM EST to accept.

**SECTION V: IMPORTANT DATES**

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