



## ***Administrative Finance Fellowship 2020–2021***

Tampa General Hospital is committed to developing clinical and administrative leaders in the healthcare industry. We are proud to offer a unique and innovative fellowship opportunity focusing on the development of recent graduates with a specific interest in healthcare finance. We are offering positions for 1 to 2 financial administrative fellows for positions which consist of a year-long rotation through several finance departments such as Revenue Cycle, Process Engineering, Supply Chain, Reimbursement, Decision Support, etc. TGH has a prestigious teaching and training history in medicine, and we aim to provide a world-class teaching experience for future administrative leaders as well.

### **SECTION I: STRUCTURE**

Over the 12-month period, the fellow will have the opportunity to rotate through and experience aspects of the hospital, corporate office, and any of the other entities in which organizational needs are identified and fellow interest is expressed. The fellowship would generally include work in financial impact studies, budgeting, feasibility analyses, process flow solutions, regulatory analyses, and other special projects.

The fellow will be assigned a preceptor who will be responsible for engaging with the fellow throughout the program. The preceptor will do this through assigned project work, one-on-one meetings, mentorship, guidance, and feedback on performance throughout the course of the fellowship.

### **SECTION II: RESPONSIBILITIES**

#### **Shadowing/Introductory Rotations**

The fellow will have the opportunity to rotate through all hospital departments relating to finance during the first 6-8 weeks of the program. This will allow an opportunity to meet and shadow department managers, clinicians, and other staff to learn the culture of TGH.

#### **Project Work**

Based on departmental needs, the fellow will be assigned projects throughout various finance departments for the first half of the program. The fellow will also be responsible for leading other projects related to finance and may be expected to produce a deliverable from each department that is rotated through. During the second half of the fellowship, the fellow will have the opportunity to focus project work of interest. For example, if the fellow is particularly interested in Reimbursement, leadership may allow the fellow to focus on projects centric to this department.

**Below is a tentative timeline of the TGH Administrative Finance Fellowship 2020-2021:**

- June 2020: Fellowship start date
- June – July: Introductory rotations and shadowing through all finance departments
- August – December: Leadership-assigned project work
- January – May: Focused project work
- May 2021: Fellowship closure

**Expectations**

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

- Analyze financial data to assist in strategic decision-making
- Model and present financial data for administrative review
- Develop process flow solutions to maximize financial and operational efficiencies
- Research updates on current government regulations pertaining to healthcare finance
- Serve as an internal resource for leadership and other team members of the organization

**Meetings**

The fellow will have the opportunity to attend various leadership meetings as well as meetings related to project work throughout the course of the program. Examples of meetings attended by past fellows:

- Monthly Financial Closing Meetings
- Monthly Financial Leadership Meetings
- Monthly Senior Management Team Meetings
- Quarterly Leadership Forum
- Departmental Budget Meetings

**SECTION III: RECRUITMENT AND EVALUATIONS**

**Recruitment Timeline**

The program is designed to run alongside the academic calendar for most master's level institutions. The one-year Administrative Finance Fellowship program will begin in June 2020 and run through May 2021. Below is the tentative recruitment timeline:

- September 4: Applications open
- October 13: Application closes at midnight
- October 14 – November 12: Review of Applications and Interviews
- November 13: Offer Date

**Evaluations**

Commitment and constant evaluation are crucial to ensuring success both during the fellowship and in future career endeavors. Several times throughout the program, the fellow and preceptor will complete a short evaluation of their time within the Administrative Finance Fellowship. The intent of completing the evaluation is to constantly evolve and ensure a fulfilling and engaging experience during the entire fellowship.

## **SECTION IV: FREQUENTLY ASKED QUESTIONS**

### **What are you looking for in a finance 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. An ideal candidate will have experience in healthcare finance and a desire to learn more about financial aspects of healthcare management.

### **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.

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

We will accept 1 to 2 administrative finance fellows and the fellowship will last one year.

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

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

If you should have any other questions, please contact [sharris@tgh.org](mailto:sharris@tgh.org)