

# Administrative Fellowship Programs



At Lehigh Valley Health Network, we continually go the extra mile to fulfill our mission to heal, comfort and care for the people of our community. Each one of our more than 13,000 colleagues contributes to this mission and helps make the Lehigh Valley a healthier – and better – place in which to live. Lehigh Valley Health Network offers two administrative fellowship programs: the David Joseph Administrative Fellowship focused in hospital operations and the Lehigh Valley Physician Group Administrative Fellowship focused in physician practice group management. Our programs provide an educational environment and an experience that will contribute to your growth and development as a quality health care professional.

## Overview

Our administrative fellowship programs are designed to combine project-based learning and department-specific rotation-based learning. During the one-year programs, fellows gain an in-depth understanding of health network operations. Furthermore, fellows are exposed to senior management meetings, committees and other system-wide functions according to their interests and developmental needs.

## Fellowship Objectives

### THE PRIMARY OBJECTIVES OF THE PROGRAMS ARE TO:

- Develop strong leaders for Lehigh Valley Health Network (LVHN) and the health care industry
- Expose individuals to LVHN's philosophy, mission, vision and operation
- Provide the opportunity to obtain coaching, learning and mentoring from senior-level executives
- Provide the opportunity to define and shape personal and career goals
- Provide the opportunity to develop management skills through interim roles in areas such as inpatient unit, clinical practice or specialized service

610-402-CARE LVHN.org

## The David Joseph Administrative Fellowship

### ABOUT DAVID JOSEPH

The David Joseph Administrative Fellowship is made possible through a generous gift from Graeme and Katherine Crothall. The Crothalls named the program after their good friend, David Joseph, who is a consummate entrepreneur and has contributed immeasurably to the health care field. Joseph completed a program similar to the health network's after

receiving his master's degree in health care administration, and he recognizes the importance of these programs for young health care professionals. He currently is the president and chief executive officer of Othera Pharmaceuticals Inc., a company that develops medications to treat and prevent the leading cause of blindness.

### Fellowship Framework

#### ROTATIONS AND PROJECT MANAGEMENT EXPERIENCE

The first nine months of the fellowship will be dedicated to a set of planned rotations that will provide exposure to, and project work in, six different divisions of the health network. The rotation divisions have been thoughtfully selected to ensure optimal value to postgraduate professionals who have a specific interest in hospital operations. The project work in each rotation will be selected based on the needs of the organization and the skill-development needs of the fellow.

#### INTERIM LEADERSHIP EXPERIENCE

The final three months of the program is intended to provide at least one opportunity to serve in an interim leadership role. The interim role will be selected from the roles available with special attention to the fellow's interests and skill set. The interim leadership experience provides an opportunity to gain experience directly pertaining to goals and desired career path.

## Lehigh Valley Physician Group Administrative Fellowship

### ABOUT LEHIGH VALLEY PHYSICIAN GROUP

Lehigh Valley Physician Group (LVPG) is among the largest medical groups in the United States. More than 700 physicians and more than 300 advanced practice clinicians represent 47 medical specialties in more than 140 practices in the Allentown and Bethlehem areas. LVPG practitioners perform approximately 2 million visits annually in our practices, hospitals and other affiliated locations.

LVPG is a physician-led organization with a dyad leadership model that pairs physician leaders with administrative leaders. As LVPG's health care professionals continue to provide excellent care, an increasing focus is placed on quality metrics as they relate to population or community health. As a result, processes for the consistent collection of data are now standardized throughout LVPG practices.

### Fellowship Framework

#### ROTATIONS AND PROJECT MANAGEMENT EXPERIENCE

The fellowship is designed to provide an opportunity to learn about medical group operations and administration through structured rotations with different divisions of Lehigh Valley Physician Group and at least one rotation in hospital operations. Fellows also will have the opportunity to participate and lead a variety of projects based on the organization's needs and fellow's interest.

## Application Process

Qualified applicants will have a MHA, MPH, MBA or equivalent from an accredited graduate program. Applicants who have completed the didactic curriculum of their program and need to complete a fellowship for conformance of their master's degree are eligible to apply. The applicant should be a motivated self-starter interested in furthering his or her career in health care administration through a hands-on learning experience.

Lehigh Valley Health Network is participating in the National Administrative Fellowship Centralized Application Service (NAFCAS). NAFCAS is a simplified and streamlined application process for candidates interested in applying to administrative fellowships. NAFCAS is an effort of the National Council on Administrative Fellowships (NCAF), a collaboration of leading administrative fellowship sites and graduate health management programs working to improve the application process and fellowship experience.

We request that all applications be submitted electronically on NAFCAS (please visit [nafcas.liasoncas.com](http://nafcas.liasoncas.com)). If interested, please submit a completed application by end-of-business on Oct. 3, 2016.

- Current resume
- Electronic copy of graduate school transcript (official or unofficial)
- Short answer responses
  - ▶ Why are you pursuing an administrative fellowship? What are your future career goals?
  - ▶ Why are you interested in being an administrative fellow at Lehigh Valley Health Network, specifically?
  - ▶ What makes you uniquely qualified to be Lehigh Valley Health Network's administrative fellow?

Three letters of recommendation

- ▶ At least one academic and one professional

Please note: The applicant will be asked to indicate fellowship program preference under the questions section on NAFCAS.

## Selection Process

- Phone and video interviews will be conducted by end of October.
- On-site interviews will be conducted in early November.
- Offers will be extended on Nov. 14, 2016.
- Employment begins on or around July 3, 2017.

## Compensation

The fellow will be hired as a full-time employee and will be paid an annual salary comparable to other administrative fellowship programs across the nation. Fellows receive a

comprehensive benefits package that includes medical, dental and vision. Additionally, fellows have the opportunity to attend relevant national and regional health care leadership conferences

**Disclaimer:** *Employment will require travel to any of the health system campuses, or locations; the fellow must be prepared to take advantage of opportunities as they arise.*

## Living in the Lehigh Valley

The Lehigh Valley's principal cities are Allentown, Bethlehem and Easton, comprising the Allentown-Bethlehem-Easton metropolitan area. The Lehigh Valley is located approximately 60 miles north of Philadelphia, the country's fifth largest city, 80 miles east of Harrisburg, Pennsylvania's capital, and 80 miles west of New York City, the country's largest city. The area is home to more than 820,000 people as of the 2010 U.S. Census. Recent census studies show it to be the fastest-growing region in Pennsylvania, due in part to its growing popularity as a bedroom community for the highly populated neighboring regions of Philadelphia, New Jersey and New York City as well as its favorable business climate and much lower cost of living in comparison to surrounding areas.

The area offers everything from art to fine dining, remarkable history, championship golf courses, trendy shopping, wine trail excursions and sporting events. Several universities, including Lehigh University, Lafayette College, Moravian College, Muhlenberg College and DeSales University, make it a great place to meet other young professionals.



## About Lehigh Valley Health Network

Lehigh Valley Health Network (LVHN) has been a community-based health care resource for over a century. LVHN is also a progressive teaching institution, serving as clinical campus for University of South Florida. Our not-for-profit mission is to heal, comfort and care for the people of our community by providing advanced and compassionate health care of superior quality and value, supported by education and clinical research. We continue to add new facilities, services and programs to a regional footprint that now includes:

- Three full-service hospitals:
  - ◆ Lehigh Valley Hospital–Cedar Crest in Salisbury Township, which includes two additional clinical campuses:
    - Lehigh Valley Hospital–17th Street in Allentown
    - Center for Orthopedic Medicine–Tilghman in Allentown
  - ◆ Lehigh Valley Hospital–Muhlenberg in Bethlehem
  - ◆ Lehigh Valley Hospital–Hazleton in Luzerne County
- Lehigh Valley Children’s Hospital, the only Children’s Hospital in the Lehigh Valley, including inpatient and ambulatory care, a Children’s ER, more than 25 pediatric specialists and numerous child-specific services such as rehab and burn care
- Community health centers offering doctors’ offices and lab and imaging services at convenient locations across Lehigh Valley. More than 1,340 primary care and specialty physicians – including more than 630 employed by the health network

- Pharmacy services at three of our hospital campuses
- Imaging services to obtain accurate diagnoses with the latest high-tech diagnostic equipment
- Home health and hospice services
- Community clinics, including 40 primary and specialty clinics to care for people who are uninsured or underinsured
- Health Network Laboratories, providing laboratory tests from the most critical medical applications to simple pre-employment drug screenings
- Valley Preferred, linking employers and individuals with quality health coverage

The care and services we provide annually receive national recognition through awards and accreditation from organizations such as U.S. News & World Report, Centers for Medicare and Medicaid, and many others.

LVHN Cancer Institute is a member of the Memorial Sloan Kettering (MSK) Cancer Alliance.

## Contact Information

### **Jacklynn Wong, MHA**

Administrative Fellow, 2016-2017

Jacklynn.Wong@LVHN.org

610-969-4244

FOR MORE INFORMATION, PLEASE VISIT

[LVHN.org/research\\_and\\_education/residents/residency\\_programs/administrative\\_fellowship](http://LVHN.org/research_and_education/residents/residency_programs/administrative_fellowship).

WE LOOK FORWARD TO HEARING FROM YOU.