



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

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 of over 4 million residents, along with providing transplant and specialty services to patients from around the world. As one of the largest hospitals in Florida, Tampa General is licensed for 1,007 beds, and with more than 8,000 employees, it is one of the region's largest employers.

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 Administrative Finance Fellows which consist of a year-long rotation through several finance departments such as Revenue Cycle, Supply Chain, Reimbursement, Decision Support, Project Management, Government Affairs, 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(s) 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 fellow(s) will be assigned a preceptor within Finance Leadership. He/she will be responsible for engaging with the fellow(s) 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.

During the fellow(s) rotations, an advisor will be assigned from each department. The advisor will be responsible for assigning projects and providing guidance at the departmental level. The advisor will vary based on department.

The Tampa General Administrative Finance Fellowship Program provides the opportunity to work with:

- Executive VP Finance & Chief Financial Officer
- Executive VP & Chief Information Officer
- Chief Technology Officer
- VP Reimbursement & Government Affairs
- VP Accounting & Finance
- VP Revenue Cycle
- VP Supply Chain & Materials Management

## **SECTION II: RESPONSIBILITIES**

### **Shadowing/Introductory Rotations**

The fellow(s) will have the opportunity to rotate through all hospital departments relating to finance during the first 4-6 weeks of the program. This will allow an opportunity to meet and shadow department managers, clinicians, and other staff to learn the culture at TGH.

### **Project Work**

Based on departmental needs, the fellow(s) will be assigned projects throughout various finance departments for the first half of the program. The fellow(s) will also be responsible for leading other projects related to finance and will be expected to produce deliverables from each department he or she rotates through. During the second half of the fellowship, the fellow(s) will have the opportunity to focus project work to areas 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. The fellowship would generally include work in financial impact studies, budgeting, feasibility analyses, process flow solutions, regulatory analyses, and other special projects.

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

<b>June 2020</b>	Fellowship start date
<b>June – July</b>	Introductory rotations and shadowing
<b>August – December</b>	Leadership assigned project work
<b>January – May</b>	Interest based project work
<b>May 2021</b>	Fellowship completion

### **Expectations**

In addition to project work, 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(s) 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
- Bi-Annual Team Member Communication Forum
- Departmental Budget Meetings

**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:

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

**SECTION III: RECRUITMENT AND EVALUATIONS**

**Eligibility**

Eligible applicants must have either recently completed or are in the final year of the didactic portion of their MBA, MHA, MPH, or other similar degrees. Due to the nature of the Administrative Finance Fellowship Program and the expectations when performing project work throughout the organization, TGH’s Administrative Finance Fellowship Program is a master’s level position.

**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:**

<b>August 19</b>	Application Opens
<b>September 30</b>	Application Closes (11:59pm EST)
<b>October 1 – November 10</b>	Review of Applications and Interviews
<b>November 11</b>	Offer Date
<b>November 15</b>	Offer Acceptance Deadline (5:00pm EST)

**Requirements to be submitted through the TGH Career Portal**

- Cover Letter
- Resume or CV
- Graduate School Transcripts

**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(s) 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.

### **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 recently completed master's coursework to begin their fellowship.

### **Will I have opportunities to shadow and have project work outside of Finance?**

Yes. As a Finance Fellow the general expectation is that your primary role will function within Finance but based on interests and availability the Fellow will be able to rotate through other departments within the hospital.

### **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. 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.