

Northwestern Medicine Administrative Fellowship

Program Overview

The Administrative Fellowship is a critical component of Northwestern Medicine's strategic plan to "attract and retain top talent in a culture that values innovation, excellence and the highest level of scholarship." This prestigious two-year program is designed as a fast track to transition individuals into management positions through a combination of project work, mentoring, and leadership experiences. Through interacting with the management team, medical leadership, and campus partners, Administrative Fellows are exposed to all aspects of healthcare operations, business development, physician relations, hospital finance, and community relations and gain the skills necessary to excel and grow as a future leader both at Northwestern Medicine and in the healthcare field.



Program Structure

The first 30 to 60 days of the first year are spent gaining an understanding of the broad spectrum of hospital and system departments through shadowing and informational interviews. The fellow will then proceed to get involved in projects embedded in various departments throughout the system, as determined by both personal interests as well as institutional need. Projects are often selected from current organizational priorities, such as business development, strategic planning, hospital operations, and community service. In addition to the project involvement during the first year, the fellow engages in a long-term process improvement training class and leads a process improvement project.

Selection Process

Application Due:
September 24th, 2021

First Round Interviews:
October

On-site Interviews and Final
Selection:
Late October

Fellowship Start Date:
Summer 2022

Eligibility

Candidates must either be in the process of completing or have a master's degree in health services, business administration, or other related field. The most promising applicants demonstrate leadership skills, superior academic performance, maturity, professional initiative, and relevant healthcare work experience.

First Year Fellows:

Alisiyah Daya
MHA, The University of Illinois at
Chicago
Alisiyah.day@nm.org

Taylor Jones
MHA, The Ohio State University
Taylor.jones1@nm.org

Zayna Salveter
MHA, University of Washington
Zayna.salveter@nm.org

The fellow is matched with a VP Mentor who is assigned based on the career goals and interest of the fellow. The fellow and VP Mentor typically meet every other week. In addition, the fellow will have monthly meetings with Executive Sponsors who help vet projects and develop professional goals. Quarterly meetings are also scheduled with system President and CEO, Dean Harrison, along with other system leaders.

The second year is spent serving as a manager of a department that is selected based on institutional need and the fellow's goals and skills. During this time the fellow continues to be closely mentored by members from the executive leadership team. This mentorship provides a mutually rewarding and satisfying experience for administrative fellows and members of Northwestern Medicine leadership by fostering a relationship between experienced leaders and those aspiring to leadership roles.

Why NM?

Northwestern Medicine is a growing, nationally recognized health system that provides world-class care at eleven hospitals and more than 100 locations in communities throughout Chicago and the Chicagoland area. Northwestern Medicine is dedicated to providing the most advanced healthcare to the communities and patients we serve. The Northwestern Medicine clinical and administrative staff, medical and science faculty and medical students come together every day with a shared commitment to superior quality, academic excellence, scientific discovery and patient safety.

Application

Candidates can apply through [Northwestern's Medicine Application Portal](#) starting on Thursday, June 10th, 2021. Cover letters may be addressed to Administrative Fellowship Selection Committee. All application materials are due by Friday, September 24th, 2021.



Northwestern Medicine

35,000+ physicians,
nurses, staff, and volunteers

87,000 annual
inpatient admissions

2.2 million annual
outpatient encounters

Over \$1 billion
provided in community
benefit

Northwestern Memorial Hospital

894 inpatient beds

42,955 inpatient
admissions

Ranked by US News and
World as:

#1 hospital in Chicago and
Illinois

#10th best hospital in the
United States

11 Medical Specialties
recognized nationally