

2023 – 2024

Administrative Fellowship



About Cincinnati Children's

Cincinnati Children's, a nonprofit academic medical center established in 1883, is one of the oldest and most distinguished pediatric hospitals in the United States.

Our Mission is to improve child health and transform delivery of care through fully integrated, globally recognized research, education and innovation.

Fellowship Overview

The Cincinnati Children's Administrative Fellowship is a one-year project-based experience offering the opportunity to develop an understanding of the administration and operations of a leading pediatric and academic medical center. Fellows will have the opportunity to lead and participate in real-time strategic, operational, and financial projects across the organization, while also building relationships with team members and leaders throughout Cincinnati Children's.



How to Apply?

Applications for the Cincinnati Children's Administrative Fellowship can be submitted in two ways:

- Use the online National Administrative Fellowship Centralized Application Service (NAFCAS)
- Submit required materials detailed below to **AdminFellowship@cchmc.org**. Required materials include (1) a one-page resume, (2) three letters of recommendation, (3) a graduate grade report or transcript, (4) a one-page personal statement (750 words or less) that includes the following:
 - Why are you interested in working at a pediatric institution, specifically at Cincinnati Children's?
 - How will the knowledge and experience you gain through a pediatric fellowship with Cincinnati Children's help you accomplish your personal, educational, and/or professional goals?
 - How has one or more aspect(s) of your identity (ex. culture, race, ethnicity, gender identity, religion, family structure, etc.) contributed to your life experiences?

Please contact **AdminFellowship@cchmc.org** with any questions.

The Cincinnati Children's Administrative Fellowship follows the application timeline set by the National Administrative Fellowship Centralized Application System (NAFCAS). **The Administrative Fellowship application is due Friday, September 29, 2023.**

Administrative Fellowship

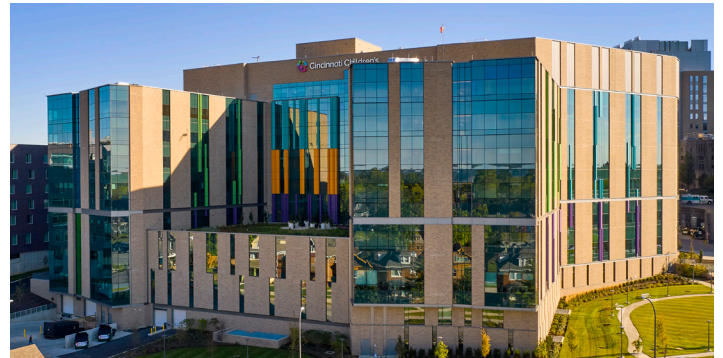


Fellowship Experience

- Administrative Fellows work closely with leaders on a wide variety of impactful projects throughout Cincinnati Children's
- Direct mentorship and coaching from a Preceptor and an Executive Sponsor

Previous Project Work

- Co-led the launch and opening of our new Critical Care Building. Assisting with issue reporting, facilitating pathways for patients/departments being moved into new building, and conducted tours for staff at the hospital.
- Served as Project Manager in the initiative to reduce Pyxis stockouts by 50% across all intensive care units (ICUs) at Cincinnati Children's. Further, developed the template project plan for executing the build and hard implementation of a 2-bin Kanban system for the institution. The system seeks to ensure optimal availability of inventory, mitigation of abrupt shortages, and overall customer satisfaction.
- Project member for improving emergency department to inpatient flow: goal of decreasing "boarding time" between decision to admit a patient in the ED and the patient being in an inpatient room by utilizing quality improvement methods and interdisciplinary collaboration across the hospital system.
- Served as project lead and communication liaison for Gallery at Gumbo art exhibition. Paired local professional artist with aspiring youth artists from Cincinnati public schools and developed a proposal for continuation of partnership and create model for future opportunities of similar nature



INFORMATIONAL WEBINARS

Tuesday, July 25, 5 pm

Wednesday, August 16, 5 pm

Thursday, September 7, 5 pm

FOR MORE INFORMATION CONTACT

AdminFellowship@cchmc.org

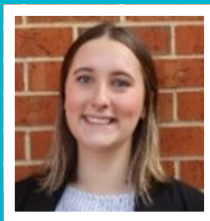
TO APPLY

NAFCAS Deadline: Friday, September 29, 2023

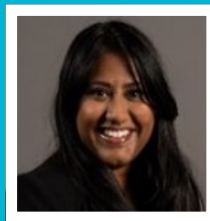
www.cincinnatichildrens.org/careers/diverse-workforce/admin-fellowship

Learn more about Cincinnati: cincinnatiusa.com

FY24 Administrative Fellows



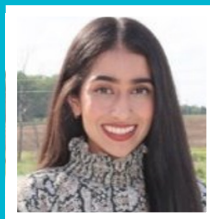
Abby Borden, MHA



Anu Cheemarla, MHA



Corbin Kirksey, MHA



Japjit Tutt, MHA

Cincinnati Children's Facts & Stats at a Glance



#1 Pediatric Hospital



Healthcare Equality Index



Diversity Inc.



Great Places to Work

79% FEMALE
23.3% PEOPLE OF COLOR

Diversity by the Numbers

17,500+
Cincinnati Children's employees