

Dear Program Director,

Salem Health is seeking an Administrative Fellow for 2012-2013. This one-year fellowship will be centered at Salem Hospital, a 450-bed hospital in the heart of downtown Salem. Salem Hospital is one of Oregon's largest acute care hospitals and operates the busiest emergency department in the state. The hospital is deemed a Magnet Designation from the American Nurses Credentialing Center for its excellence in nursing care. Salem Health also consists of West Valley Hospital, a critical access hospital in Dallas, Oregon, and Willamette Health Partners, a multispecialty Physician Practice Group, with practice sites throughout the Oregon West Valley.

Salem Hospital's Administrative Fellowship prepares leaders for administrative careers in healthcare. The fellowship offers numerous, consistent opportunities to work with the board of trustees, executive cabinet, service line directors, managers, and medical staff leadership on projects ranging from strategic development to operational initiatives. The COO, serving as the fellow's preceptor, works closely with the fellow to formulate the goals, objectives, and structure of the fellowship.

Interested candidates should be receiving a MHA/MBA/MHSA/MPH/MHPA by May 2012. We are looking for graduates who exhibit:

- High levels of curiosity and enthusiasm
- Capability to think on a systems level
- The ability to self-reflect on their strengths, weaknesses, motivations, and preferences
- Interest in the complexities of healthcare management
- Excellent written and communication skills

Prospective fellows should submit the following materials:

- Resume
- Cover Letter explaining their interests in a healthcare career and what they hope to gain from the fellowship (two pages maximum, addressed to the Fellowship Selection Committee)
- Three letters of reference (combination of professional and academic, can be included with application packet or sent directly from author)
- Official Graduate School Transcripts
- Application Checklist

Send materials to:

Attn: Hannes Skillingstad
Administrative Fellow
Salem Hospital
890 Oak St. SE
P.O. Box 14001
Salem, Oregon 97309-5014

All applications to be postmarked by: October 31, 2011

Please share this fellowship opportunity with your graduate students. We look forward to receiving applications from exceptional candidates in your program. Should you or your students have any more questions, please do not hesitate to contact me. My contact information is provided below.

Sincerely,



Hannes Skillingstad
Administrative Fellow, Salem Health
Salem, Oregon
Email: hannes.skillingstad@salemhealth.org
Phone: 503-561-4745

Salem Hospital Postgraduate Administrative Fellowship 2012-2013

Salem Hospital, a non-profit organization is one of Oregon's largest acute care hospitals and operates the busiest emergency department in Oregon. It is licensed for 454 acute-care beds, and is guided by a 15-member volunteer Board of Trustees. The hospital is the city's largest private employer with approximately 3,500 full- and part-time employees. The hospital has 465 physicians on its active medical staff representing 46 different specialties.

Salem Hospital also provides out-patient services through its Center for outpatient medicine, and the Family Birthing Center. Salem Hospital is a part of Salem Health, which also enfold

- *West Valley Hospital*, a critical access hospital based in Dallas, OR.
- *Willamette Health Partners*, a hospital-employed physician group serving the western Oregon valley.

Salem Hospital's Administrative Fellowship Program prepares leaders for administrative careers in the health care industry. It helps to develop candidates for middle management and senior management in health care organizations by offering exposure to different aspects of hospital operations and executive decision making. The program would offer the fellow numerous, consistent opportunities to interact with the board of trustees, executive cabinet, service-line directors, managers and medical staff leadership.

The program is keen on recruiting highly qualified and motivated graduates from health care administration, business administration and public administration programs. The most promising applicants demonstrate superior academic performance, leadership skills and healthcare or other relevant professional or leadership experience. Fellows are expected to project maturity, professionalism and initiative and must be able to successfully function in a large, complex organization with minimal supervisory support.

Leadership exposure

During the duration of the program, the fellow will have the opportunity to attend regular Executive Planning Meetings, as well as meetings with the Board of

Trustees. These meetings are attended by members of Salem Hospital's Executive cabinet and they cover operational and strategic objectives. Attendance at these meetings will enlighten the fellow on hospital and health system operations, challenges facing healthcare executives, development of organizational initiatives, and the nuances that accompany executive decision making in healthcare.

Project work

The administrative fellow will work on several projects during the tenure of the fellowship program which will provide exposure in finance, business development, process improvement, healthcare quality, and other areas. Projects will be tailored with the fellow's learning objectives and the organization's interests. The fellow will report on a regular basis to the Chief Operating Officer in order to get feedback on his/her work.

Who can I contact for more information?

Please email Hannes Skillingstad at hannes.skillingstad@salemhealth.org or call him at his direct line at (503)-561-4745. Please do not hesitate to ask him any questions you might have about the hospital, fellowship, or application process.