Becoming a Fellow of the American College of Healthcare Executives

Advancement Information Session
Agenda

• Why should I pursue the FACHE credential?
• How do I know if I am eligible to apply for advancement?
• What is the application process?
• What knowledge areas are covered on the BOG Exam?
• What should I expect during the BOG Exam?
• How do I prepare for the BOG Exam?
• What are the recertification requirements?
Why become a Fellow of ACHE?

- Recognized leader among leaders in healthcare management
- Meet rigorous standards for leading health systems
- Demonstrate your competency in all areas of healthcare management
- Show your adaptability as a leader
- Committed to effective change and improvement throughout your career
- Be a leader who makes a positive impact on patient care and community health
What value will I gain by being a Fellow?

- Demonstrate your healthcare leadership competencies
- Signify your lifelong commitment to change and improvement
- Strengthen your leadership value to your organization
- Enjoy a high level of interaction with other Fellows
- Be recognized for your achievement
- Achieve greater personal satisfaction in your career
How do I know if I am eligible to apply?

FELLOW ELIGIBILITY REQUIREMENTS

- Be a current Member of ACHE, with one year tenure
- Hold a master's degree (or other post-baccalaureate degree)
- Participate in two healthcare and two community/civic volunteer activities
- Demonstrate 36 hours of continuing education
- Submit two references
- Hold an executive-level healthcare management position, with five years' experience minimum

Apply

Pass Board of Governors Exam (within two years of submitting your application)

Advance to Fellow
How do I know if I am eligible to apply?

Eligibility Requirements

**ACHE Membership**

Be a current Member of ACHE with one (1) year of tenure

- Faculty and International Associate tenure counts toward the tenure requirement
  - Must convert to Member status before submitting an application
- Student Associate tenure **does not** count toward the tenure requirement
How do I know if I am eligible to apply?

Eligibility Requirements

Education

Hold a Master’s or other advanced degree

- Diploma or conferred transcript

- Examples: MHA, MPH, MBA, JD, MD, PharmD
How do I know if I am eligible to apply?

Eligibility Requirements

Healthcare Management Experience

Hold an executive-level healthcare management position with five (5) years of healthcare management experience

- Employed by a healthcare organization or healthcare influencer
- Position must be at least a department director/department head level
- ACHE’s Executive Healthcare Management Definition
  - [Link](https://www.ache.org/fache/earn-my-fache/healthcare-management-experience-requirement)

Examples of qualifying positions:
C-suite executives, vice presidents, directors or department heads, other job titles with responsibilities reflecting departmental control

Positions that do not qualify: analyst, coordinator, program manager, specialist, administrative fellowships, residencies, internships

Evidenced by:
Job Description
Organizational Chart
Resume
### ACHE Executive Healthcare Management Experience (HME) Decision Matrix

<table>
<thead>
<tr>
<th>NAME</th>
<th>ORGANIZATION</th>
<th>POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PLANNING</td>
<td>ORGANIZING</td>
</tr>
<tr>
<td></td>
<td>Setting direction and determining what needs to be accomplished. It means setting priorities and determining performance targets.</td>
<td>The overall design of the organization or the specific division, unit, or service for which the individual is responsible. It means designating reporting relationships and intentional patterns of interaction. Determining positions, teamwork assignments, and distribution of authority and responsibility are components of this function.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Operations</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Practice Manager</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

**TOTAL EXECUTIVE LEVEL HME (X YEARS, X MONTHS):**
Content check on requirements so far:

- Membership
- Education
- Healthcare Management Experience
How do I know if I am eligible to apply?

Eligibility Requirements

References

Provide two (2) references:

• Structured interview with current Fellow
• Written reference from current Fellow or senior leader in your organization
  – References may be submitted online at https://www.ache.org/fache/submit-a-reference
Structured Interview Questions

As a reference, please ask the candidate the following questions in your interview. Then provide your comments regarding the candidate in the space below.

1. Describe your healthcare administration career path to present. What are your career goals?
2. Why do you want to achieve Fellow status, and how do you plan to use your credential?
3. How do you plan to promote your board certification in healthcare management?
4. What role has mentoring played in the development of your career? Do you plan to mentor healthcare leaders in their careers? How?
5. How has the ACHE Code of Ethics guided your behavior? Why is this code important?
6. What does professionalism mean to you? Why do you think individuals join ACHE (list at least three reasons)?
7. As communities become more diverse, so must the healthcare organizations that serve them. In what ways does your organization support a racially/ethnically diverse and equal work force?
8. What can you do personally to foster diversity and equality?
9. Describe ACHE’s governance structure. Include the following:
   • **Council of Regents:** Who may serve as a Regent? How are they elected? What is the role of the Regent and the Council of Regents?
   • **Board of Governors:** Who may serve as a Governor? How are they elected? Describe the role of a Governor and the Board of Governors.
10. Please describe your healthcare management experience.

https://www.ache.org/fache/earn-my-fache/references-requirement
How do I know if I am eligible to apply?

Eligibility Requirements

Continuing Education

Demonstrate 36 hours of healthcare management continuing education within the last three (3) years

• Minimum of 12 hours must be ACHE Face-to-Face Education

• Remaining hours can be additional ACHE Face-to-Face education or Qualified Education from ACHE or other organizations
How can I earn my continuing education hours?

Virtual ACHE Face-to-Face Events

- 3, 6, or 9 ACHE Face-to-Face Education Hours
- Available through September 2021
- Real-time live group discussions
- Course readings

ACHE Qualified Education Events

- On-Demand Webinar Recordings
- Online Seminars
- Live Webinars
- Digital Self-Study Courses

Don’t forget:

- Utilize your local Chapter
- Other professional healthcare societies and organizations
How do I know if I am eligible to apply?

Eligibility Requirements

Volunteer Activities

• two (2) healthcare-related activities within the last three (3) years

• two (2) community/civic activities within the last three (3) years
How do I know if I am eligible to apply?

Eligibility Requirements

Assessment
Pass the Board of Governors Examination in Healthcare Management
# MyFACHE Progress Tool

<table>
<thead>
<tr>
<th>My FACHE Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Membership</strong></td>
</tr>
<tr>
<td><strong>Advanced Degree</strong></td>
</tr>
<tr>
<td><strong>Current Position</strong></td>
</tr>
<tr>
<td><strong>5 Years of Healthcare Management Experience</strong></td>
</tr>
<tr>
<td><strong>2 References</strong></td>
</tr>
<tr>
<td><strong>36 Hours of Continuing Education</strong></td>
</tr>
<tr>
<td><strong>4 Volunteer Activities</strong></td>
</tr>
</tbody>
</table>

The graph shown makes assumptions about your progress toward meeting each requirement based on information provided by you (the candidate) or collected by ACHE. Validation that a candidate has met each requirement is subject to review after submitting an application to advance to Fellow.
Questions?

Content check on requirements:
• Membership
• Education
• Healthcare Management Experience
• References
• Continuing Education
• Volunteer Activities
How can I start the application process?

https://www.ache.org/fache/start-or-continue-my-application
What is the application process?

**Step 1**: Meet the eligibility requirements

**Step 2**: Submit your completed application and $250 application fee to ACHE

**Step 3**: ACHE confirms completion of eligibility requirements and authorizes candidate to sit for the BOG Exam.

*(Application is valid for 2 years from the date of submission)*
Register for and Schedule the Exam

**Step 4**: Register for your Exam with ACHE and pay the $225 Exam fee

**Step 5**: Schedule your Exam appointment with Pearson VUE
BOG Exam Fee Waiver Campaign

Apply between March 1 and June 30 and save $225

- Meet the eligibility requirements
- Complete advancement application and $250 fee
- Approved by ACHE
- $225 BOG Exam fee is waived
- Waiver is automatically applied to your account
Questions?

Content check:
• Application Process
• Registering for the Exam
• Exam Delivery at Pearson VUE testing centers
What happens after I take the Exam?

Pass Rate = 74%

Pass Score = ~65%

PASS

By December 31st to participate in the Convocation Ceremony

Sunday, March 27, 2022

FAIL

Try again!

60 day waiting period between attempts
How Can I Prepare for the Board of Governors Exam?
How is the Exam Designed?

• 230 multiple-choice questions
  200 scored questions
  30 “pilot” questions

• Cover the 10 knowledge areas/domains

• 6 hours to complete
How Should I Prepare for the Exam?

*(Exam Content Outline effective August 1, 2018)*

<table>
<thead>
<tr>
<th>Knowledge Areas</th>
<th># of Questions</th>
<th>% Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthcare</td>
<td>28</td>
<td>14%</td>
</tr>
<tr>
<td>Management &amp; Leadership</td>
<td>26</td>
<td>13%</td>
</tr>
<tr>
<td>Finance</td>
<td>24</td>
<td>12%</td>
</tr>
<tr>
<td>Human Resources</td>
<td>22</td>
<td>11%</td>
</tr>
<tr>
<td>Quality &amp; Performance Management</td>
<td>20</td>
<td>10%</td>
</tr>
<tr>
<td>Business</td>
<td>18</td>
<td>9%</td>
</tr>
<tr>
<td>Healthcare Technology &amp; Information Management</td>
<td>18</td>
<td>9%</td>
</tr>
<tr>
<td>Laws &amp; Regulations</td>
<td>16</td>
<td>8%</td>
</tr>
<tr>
<td>Professionalism &amp; Ethics</td>
<td>16</td>
<td>8%</td>
</tr>
<tr>
<td>Governance &amp; Organizational Structure</td>
<td>12</td>
<td>6%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>200</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
How Should I Prepare for the Exam?

Examination Preparation

• Assess your current knowledge and skill level
• Allow three (3) to six (6) months
• Determine your most effective study style
• Review the 10 key knowledge areas
• Questions are job-related and experience-based
What Study Resources are Available?

Virtual Board of Governors Exam Review Course
June 01 – July 08, 2021

Required Virtual Live Sessions: June 8, 10, 15, 17, 22, 24, 29; July 01 & 06

12 ACHE Face-to-Face Education hours

Registration Fee: $950 Member / $1,050 Non-Member
What Study Resources are Available?

On-Demand Board of Governors
Exam Online Tutorial

One year to access the course and complete requirements
• PowerPoint slides
• Audio Lectures
• Reading Materials

10 ACHE Qualified Education hours

Registration Fee: $550 Member / $650 Non-Member
What Study Resources are Available?

Exam Study Set

$295 for the 4-book set

   (White & Griffith, 2019)

   (Nowicki, 2017)

   (Fried & Fottler, 2015)

   (Glandon, Smaltz, & Slovensky, 2021)
What Study Resources are Available?

Exam Flashcards with digital access

- Digital version powered by Quizlet
- Convenient
- 415 cards / portable / color coded
- Cross-reference additional resources

$140 for set
What Study Resources are Available?

Exam Study Bundle

$395

- 4-book Study Set
- Flashcards
What Study Resources are Available?

• Chapter Study Programs
• Networking
• Educational Programs
• Volunteer Opportunities
What Study Resources are Available from ACHE of South Florida?

For those who advance in 2021 and are eligible to participate in Convocation, ACHE of South Florida will contribute $225 towards the cost of attending Congress in March 2022.

achecf.squarespace.com/bog-full/p/board-of-governors-exam-prep-full-course
What Are the Recertification Requirements?

Certification is valid for three (3) years

Option 1:

– Complete 36 hours of continuing education within three (3) years, 12 of which must be ACHE Face-to-Face hours

– Participate in two healthcare activities and two community/civic activities within three (3) years

– $200 Recertification Fee
What Are the Recertification Requirements?

Option 2:

– Retake and pass the Board of Governors Exam ($350)

– Participate in two healthcare activities and two community/civic activities within three (3) years

– $200 recertification fee
Start Now to Become a Fellow of the American College of Healthcare Executives
Questions?

ACHE’s Customer Service Center is available:

- **eMail**: contact@ache.org
- **Phone**: (312) 424-9400

Monday – Friday
8:00 a.m. – 5:00 p.m. CDT
QUESTIONS ????