



### ADMINISTRATIVE FELLOWSHIP APPLICATION CHECKLIST

Please email the completed application, checklist, cover letter, resume, personal statement, transcripts, letters of reference and essay question responses to: [adminfellow@cmh.edu](mailto:adminfellow@cmh.edu). Include all deliverables in a single PDF due by 5:00 p.m. CST, September 7<sup>th</sup>, 2023.

Name: _____ <i>Last</i> <i>First</i> <i>Middle</i>
Email: _____
Street Address: _____
City/State/ZIP: _____
Phone: _____

School and Graduate Program: _____
How did you hear about the Administrative Fellowship at Children's Mercy?
<input type="checkbox"/> University Office <input type="checkbox"/> ACHE <input type="checkbox"/> Website <input type="checkbox"/> Other (please specify): _____

Please complete and include the checklist below to ensure a complete application packet. All application materials should be submitted to [adminfellow@cmh.edu](mailto:adminfellow@cmh.edu) via PDF by **5:00 p.m. CST, September 7, 2023**.

- Cover Letter (Addressed to Scott Gage, MBA)
- Current Resume
- Official Graduate and Undergraduate School Transcripts
- Personal Statement (not to exceed one page)
  - Should address your interest in a pediatric administrative fellowship, attraction to Children's Mercy, and your career goals and objectives
- Essay Question Response (250-500 words)
- Three Letters of Reference

## **ESSAY RESPONSE:**

Please choose one of the following questions:

1. Children's Mercy Hospital is consistently striving to be the best for our patients, which requires continuous improvement and change. Why are continuous improvement initiatives valuable for healthcare organizations? What are the key elements to leading a change process? Please describe a time that you led or participated in a continuous improvement project or process.
2. Children's Mercy is committed to diversity, equity and inclusion and advancing equitable health outcomes for children. What strategies should the hospital consider to further advance this work? Please describe past experiences that would enable you to contribute to that work.