

Structured Interview Fellow Reference Form— Confidential

American College of Healthcare Executives
1 N. Franklin St., Ste. 1700
Chicago, IL 60606-3529
(312) 424-9400 Phone
(312) 424-9405 Fax

Fellow candidate: Complete the information on this side and then forward this form to your reference for his or her completion of the reverse side. Remember, all three of your references must be ACHE Fellows. Keep in mind that you will be considered for the FACHE credential based on your competence, judgment, integrity and ethics.

For information on candidate preparation for the structured interview questions, please visit the Credentialing area of ache.org.

Reference: Please complete the reverse side of this form and return it to ACHE as soon as possible. You may mail or fax it to ACHE; you also may download the form at the Credentialing area of ache.org.

Date

Reference Information

NAME

ADDRESS

CITY

STATE

ZIP

Candidate Information

NAME

TITLE

ORGANIZATION

ADDRESS

CITY

STATE

ZIP

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Confidential Inquiry on Applicant to Become a Fellow of the American College of Healthcare Executives

You have been listed as a reference by the candidate indicated on the reverse side. As a Fellow reference, you will be contacted by the candidate to schedule an interview. We strongly recommend that this interview be conducted face to face; however, a telephone interview is acceptable if a face-to-face meeting is not possible. Please complete this form and fax or mail it to ACHE as soon as possible. Your reply will be held in strict confidence and will be available only to the Credentials Committee. The committee is interested in learning of the candidate's professional reputation for competence, judgment, integrity and ethics. Thank you for your assistance.

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. If you prefer, you may submit your comments online at the Credentialing area of ache.org.

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 other healthcare leaders in their career? 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 workforce?
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.

Comments

SIGNATURE

DATE

IF KNOWN, PLEASE INCLUDE YOUR ACHE AFFILIATE ID NUMBER

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