Advancement Information Session

Becoming Board Certified in Healthcare Management as a Fellow of the American College of Healthcare Executives

December 8, 2016
Agenda

- Personal and Professional Benefits
- Core Requirements
- Steps in Process
  - Recent change effective January 1, 2017
- Overview of the Board of Governors Exam
- Study Resources
“Being board certified in healthcare management signifies your commitment to excellence and professional development. Fellows are recognized by their healthcare colleagues and employers as competent leaders who strive to make a difference.”

Kevin E. Lofton, FACHE
President and Chief Executive Officer
Catholic Health Initiatives
Denver, CO
What does it mean?

1. The FACHE credential demonstrates professionalism, ethical decision making, competence, leadership skills and commitment to lifelong learning.

2. The FACHE credential symbolizes a commitment to excellence; it is a rigorous credential based on multi-faceted criteria—including a valid and reliable examination.

3. Board certification provides the personal satisfaction of achieving a goal and achieving professional recognition.

Rigorous AND Inclusive
Advancement Requirements

- ACHE Tenure
- Master’s Degree
- Healthcare Management Experience
- References
- Continuing Education
- Healthcare and Community Activities

Pass the Board of Governors Exam in Healthcare Management
Applications Submitted Prior to January 1, 2017

• Must complete remaining requirements* by December 31, 2017.
  – Continuing Education
  – Healthcare and Community Activities
  – Pass Board of Governors Exam

• Failure to compete requirements will require a new application

*ACHE Tenure and/or HME can remain active until complete
Applications Submitted Beginning January 1, 2017

- Must complete all other requirements before submitting an application and gaining approval to sit for the Board of Governors Exam
- Change in number and type of references required
- Two (2) years to pass Board of Governors Exam
Quick Reference


Fellow Applications Received by December 31, 2016

Two-step process:

Submit a Fellow application with $250 fee. May sit for the Board of Governors Examination after completing partial requirements.

Step 1: Requirements to Apply

- Must be a Member of ACHE
- Master’s degree (or other post-baccalaureate degree) required
- Two (2) years of Healthcare Management Experience to apply
- References from three Fellows (one must be structured interview)

Take and Pass the Board of Governors Examination

Step 2: Requirements to Complete the Advancement to Fellow Process

- Three (3) years tenure as a Member
- Five (5) years total Healthcare Management Experience
- Demonstrate 36 hours of healthcare-related CE within the last three (3) years of advancing to Fellow — 12 hours must be ACHE Face-to-Face (F2F)
- Two (2) examples of community/civic participation and two (2) examples of healthcare participation

Advance to Fellow and then Recertify Every Three Years

Applications Received Beginning January 1, 2017

One-step Process:

Fellow candidates must meet all requirements prior to applying and sitting for the Board of Governors Examination. A completed Fellow application, including all requirements and $250 fee, must be submitted.

Requirements

- Current Member and three (3) years tenure as an ACHE Member
- Master’s degree (or other post-baccalaureate degree) required
- Five (5) years of Healthcare Management Experience
- Demonstrate 36 hours of healthcare-related CE within the last three (3) years of advancing to Fellow — 12 hours must be ACHE Face-to-Face (F2F)
- Two (2) examples of community/civic participation and two (2) examples of healthcare participation
- References: One Fellow (must be structured interview), the second reference may be from a senior-level executive (VP or higher) in your organization—or it may be from a second Fellow

Take and Pass the Board of Governors Examination

Advance to Fellow and then Recertify Every Three Years
## ACHE Tenure

**By December 31, 2016**

**Requirement:**
Must be Member* to apply and must have three (3) years of tenure to advance to Fellow

**Purpose:**
Demonstrates interest and commitment to ACHE and helps to familiarize potential candidates with ACHE programs and services.

*Member; Faculty Associate or International Associate

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**Beginning January 1, 2017**

**Requirement:**
Must be Member* for three (3) years to apply
Master’s Degree

By December 31, 2016
Requirement:
Master’s degree or other post-baccalaureate degree to apply

Beginning January 1, 2017
Requirement:
No change

Purpose:
Establishes a minimum standard of education required to succeed
Healthcare Management Experience

By December 31, 2016

Requirement:
Hold healthcare management position
Two (2) years to apply
Five (5) years to advance

Purpose:
Establishes a minimum standard of practical experience required to advance to Fellow

Beginning January 1, 2017

Requirement:
Hold healthcare management position
Five (5) years to apply
ACHE Definition of Healthcare Management

- Employed by a healthcare organization or healthcare influencer

- Position must be at department director/department head level
  - C-suite executives, Vice Presidents and Directors/Department Heads
  - Additional titles may be accepted if job responsibilities reflect departmental control

- Project and/or program level do not qualify
  - Analyst, Coordinator, Program Manager, Project Manager and Specialist
  - Administrative Fellowships, Residencies and Internships
# HME Decision Matrix

<table>
<thead>
<tr>
<th>Name:</th>
<th>Organization:</th>
<th>Position:</th>
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<tbody>
<tr>
<td>Level of</td>
<td>Planning</td>
<td>Directing</td>
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<td>Management</td>
<td>Organizing</td>
<td>Decision Making</td>
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<td>Staffing</td>
<td>Financial Management</td>
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<td>Total Years of Experience</td>
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**HME is not applicable at this level of management**

*FACHE*

*Fellow of the American College of Healthcare Executives*

*The Distinction of Board Certification*
References

By December 31, 2016

Requirement:
Three (3) references from current Fellows
  > One (1) structured interview

Beginning January 1, 2017

Requirement:
Two (2) references
  > One (1) structured interview from current Fellow
  > One (1) from Fellow OR senior leader

Purpose:
Provides opportunity to network with current Fellows; confirms candidates professional attributes
Continuing Education

By December 31, 2016
Requirement:
*After* submitting application:
Complete 36 hours of CE
  > Twelve (12) hours must be
    ACHE Face-to-Face hours

Beginning January 1, 2017
Requirement:
*Befor*e submitting application:
Complete 36 hours of CE
  > Twelve (12) hours must be
    ACHE Face-to-Face hours

Purpose:
Provides environment to gain/share knowledge and interact with peers.
Healthcare and Community Activities

By December 31, 2016

Requirement:

After submitting application:
- Two (2) community/civic activities
- Two (2) healthcare activities

Purpose:
Provides an opportunity to be a servant-leader in your community, and understand its needs.

Beginning January 1, 2017

Requirement:

Before submitting application:
- Two (2) community/civic activities
- Two (2) healthcare activities
Board of Governors Exam in Healthcare Management

By December 31, 2016

Requirement:

After submitting application:

- ACHE Member for three (3) years
- Master’s degree
- Two (2) years of HME
- Three (3) references

Beginning January 1, 2017

Requirement:

Before submitting application:

- All requirements must be met prior to sitting for the exam

Purpose:

Provides valid and reliable assessment of knowledge and professional expertise
The Exam

- 230 multiple-choice questions
  - 200 scored
  - 30 pilot
- Allowed six (6) hours to complete
- Ten (10) knowledge areas
## Knowledge Areas

### Examination Outline

200 Questions

<table>
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<tr>
<th>KNOWLEDGE AREA</th>
<th>PERCENTAGE</th>
<th>NO. OF QUESTIONS</th>
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<td>Governance and Organizational Structure Knowledge</td>
<td>6%</td>
<td>12</td>
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2. Knowledge of governance structure (e.g., bylaws, articles of incorporation) and operations (e.g., board member selection, education, orientation and assessment)
3. Knowledge of medical staff structure and its relationship to governing body and facility operation (e.g., credentialing, privileging and disciplinary process)
4. Knowledge of the governing board’s role (e.g., ultimate accountability, conflict of interest issues, fiduciary responsibility)
5. Knowledge of public policy matters and legislative and advocacy processes

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FACHE
Fellow of the American College of Healthcare Executives
The Distinction of Board Certification
Knowledge Areas

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Exam Preparation

- Allow three (3) to (6) months
- Determine your most effective study style
- Review the 10 key knowledge areas
- Questions are job-related; experience-based
Program Summary
April 19–21, 2017, Rosemont

Who Should Attend:
Individuals who wish to demonstrate competence, credibility and dedication to healthcare management excellence and who meet or are working to meet all criteria of the FACHE credential.

Unable to attend this program? Come to our Board of Governors Review Course on October 25-27, 2017 in Atlanta!

Credits:

19 ACHE Face-to-Face Education credits
Online Tutorial

• Self-Study format

• 12-week sessions
  ➢ December 12, 2016 – March 3, 2017
  ➢ April 10 – June 30, 2017

• Six (6) Qualified Education Hours
3-Book Study Set

ACHE Board of Governors Exam Study Set

Book Set, 2015
Order code: 2198S
Price: $240.00

🛒 Buy this book

www.ache.org/publications
Exam Administration

• Computer Administration at Prometric Test Centers
  – www.Prometric.com
  – Meet requirements
  – Submit application and $200 exam fee or waiver
  – Gain approval from ACHE
  – Test within 90 days of approval
Exam Administration

- Paper/Pencil
- **Congress on Healthcare Leadership**

Tuesday, March 28 | 7:30 a.m. – 2:00 p.m.
Pass? Or Fail?

Pass = FACHE

Fail = Try Again
Renewal of Your FACHE

• Valid for three (3) years

• Option One:
  – Renew through Continuing Education and Volunteer Activities
    • Completion of 36 hours of continuing education within the prior three (3) years; 12 of which are ACHE Face-to-Face hours

    AND

    • Participation in two (2) community/civic activities and two (2) healthcare activities within the prior three (3) years
Renewal of Your FACHE

• Option Two:
  – Renew through Retaking and Passing the Board of Governors Exam in Healthcare Management
  – Subject to usual fees and provisions
Board of Governors Exam Fee Waiver Offer
Apply and Save $200
March 1 – June 30, 2017
Questions?

ACHE Customer Service Center  
(312) 424-9400  
contact@ache.org

Julianna Kazragys, CAE  
Credentialing Manager  
jkazragys@ache.org

Online Resources  
ACHE Credentialing website: ache.org/FACHE