Advancement Information Session

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

June 8, 2017
Agenda

- Personal and Professional Benefits
- Core Requirements
- Steps in Process
- 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
Submitting Your Application

• Must complete *all* requirements before submitting an application and gaining approval to sit for the Board of Governors Exam

• Two (2) years to pass Board of Governors Exam
ACHE Tenure

Must be ACHE Member* for three (3) years to apply

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

*Member; Faculty Associate or International Associate
Master’s Degree

Requirement:
Master’s degree or other post-baccalaureate degree to apply

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

Requirement:

• Hold healthcare management position
• Five (5) years to apply

Purpose:
Establishes a minimum standard of practical experience required to advance to Fellow
**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: Level of Management</th>
<th>Organization: Planning</th>
<th>Organizing</th>
<th>Staffing</th>
<th>Controlling</th>
<th>Position: Directing</th>
<th>Decision Making</th>
<th>Financial Management</th>
<th>Total Years of Experience</th>
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<td>Manages self</td>
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<td>Manages unit or team</td>
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<td>Manages organization</td>
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<td>Manages system or multiple organizations</td>
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Total HME: X years, X months
References

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

Requirement:
Completed 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

Requirement:

- 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.
Board of Governors Exam in Healthcare Management

Requirement:

- **All** requirements must be met and application approved 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

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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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1. Knowledge of governance theory (e.g., mission and values, relationships with board of directors, roles of governing board and management)
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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<td>Professionalism &amp; Ethics</td>
<td>8%</td>
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<td>Laws &amp; Regulations</td>
<td>7%</td>
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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

August 21–23, 2017, Rosemont, IL

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.

Can't attend this offering? Join us for the Board of Governors Review Course held on October 25-27, 2017 in Atlanta!

Credits:

19 ACHE Face-to-Face Education credits
Online Tutorial

• Self-Study format

• 12-week sessions
  ➢ August 7 – October 27, 2017
  ➢ December 11, 2017 – March 02, 2018

• 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](http://www.Prometric.com) (only through July 31)
  - Meet requirements
  - Submit application and $200 exam fee or waiver
  - Gain approval from ACHE
  - Test within 90 days of approval
Exam Administration

- Computer Administration at **Pearson VUE** Authorized Test Centers
  - [www.pearsonvue.com](http://www.pearsonvue.com) (Beginning ~July 1)
  - Meet requirements
  - Submit application and $200 exam fee or waiver
  - Gain approval from ACHE
  - Test during your 2-year application eligibility period
Exam Administration

• Paper/Pencil

• Congress on Healthcare Leadership

  Tuesday, March 27, 2018 | 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
Recertification of Your FACHE

• Option Two:
  – Recertify through *Retaking and Passing* the Board of Governors Exam in Healthcare Management
    • Subject to usual fees and provisions

  *AND*

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