



FELLOW CALL FOR APPLICATIONS

2014-2015 ADMINISTRATIVE FELLOWSHIP PROGRAM

The Association of Cancer Executives (ACE) Administrative Fellowship Program is a unique one-year program for qualified cancer leaders. This program is designed to cultivate executive leaders by promoting excellence and enhancing skills in leadership for both business and clinical management aspects of cancer care.

Fellows will gain a greater understanding of community and academic cancer center operations while working with leaders and other ACE Fellows on high-impact projects that disseminate emerging, innovative oncology management best practices to the greater national cancer care community.

ACE FELLOWSHIPS PROVIDE

- An opportunity to be a part of a nationally recognized organization committed to leadership development
- Access to executive mentors who share interests in the fellow's concentration area
- Experience leading high-impact projects that build valuable professional relationships while allowing the fellow to develop effective administrative and communication skills
- A broad network of cancer resources for the fellows to engage during their special project work and to provide insight into leadership challenges candidates may face in their workplace
- Enhanced opportunities to participate in ACE Professional Committees and take part in the development of the ACE Annual Meeting

WHO SHOULD APPLY

ACE seeks **three to five** highly driven candidates who possess excellent communication skills, are self-motivated, team oriented, have strong analytical talents, and are excited to advance their leadership abilities.

Applications from **current or new ACE members** are being accepted and **must be received by March 1, 2014.**

Accepted fellows will be announced formally to the ACE membership at the ACE Annual Meeting.

CONCENTRATION AREAS & EXECUTIVE MENTOR

Following acceptance into the program, ACE fellows will have the opportunity to choose an area of interest in which they will work with a mentor and the ACE Board of Directors to complete an **ACE Comprehensive Project (ACP)**. Each ACE Fellow will be asked to provide one or more ideas of potential ACPs as part of the application process. **This project will serve as the cornerstone to the fellowship program.**

Examples of potential ACPs include:

- Conduct a cost-benefit analysis for proton cancer therapy
- Develop quality metrics, using *Six Sigma* or similar analytical tools, to improve efficiency and patient flow through Ambulatory Infusion Centers
- Complete a business plan for expanding the number of linear accelerators within your organization
- Optimize physician order sets for computerized physician order entry
- Engage patient population to determine best practices for creating multi-disciplinary outpatient clinics
- Propose a new incentive structure for research faculty in an academic setting

Fellows will have monthly conference calls with the other fellows to discuss their project challenges and accomplishments. These conference calls will also allow the fellows to meet with relevant guests, speakers, and panelists to discuss pertinent oncology topics. Fellows will have the chance twice per year to engage the ACE Board of Directors regarding project progress and to seek guidance on future direction.

Mentors will work with fellows to set work and project-based goals for the year, as well as to provide valuable networking opportunities that will help them meet their career aspirations. **Mentors will be active ACE members who have been in good standing with ACE for at least three (3) years.** Fellows will have the opportunity to choose their own mentor or engage the ACE Membership Services Committee who can help match fellows with mentors based on areas of interest. The Membership Services Committee will serve as the guiding body of the ACE Fellowship Program.

CALL FOR APPLICATIONS ACE 2014–2015 ADMINISTRATIVE FELLOWSHIP PROGRAM (CONTINUED)



SITE VISIT (OPTIONAL)

In an effort to further build relationships between the fellows and to provide them with insight and best practices from other leading cancer centers, a cancer facility site visit may be coordinated by the fellows during the year.

The one- or two-day site visit can occur at an academic or community cancer center or at a national cancer organization like the National Cancer Institute or American Cancer Society. It will be up to the fellows to determine where and when the site visit will occur.

The site visit is an optional component of the ACE Fellowship Program as a fellow's ability to take time away from their regular duties and incur travel expense is at the discretion of the fellows' employer.

COMPLETING THE FELLOWSHIP

ACE Fellows will be expected to complete the following during their one-year fellowship:

- Complete an ACE Comprehensive Project (ACP)
- Present ACP findings at the ACE Annual Meeting – either as a poster or as part of a breakout session
- Participate on at least one ACE committee
- Participate in at least 50% of Fellow conference calls
- Receive a favorable recommendation from ACE mentor
- Contribute an article to the ACE Newsletter

FELLOWSHIP ACKNOWLEDGEMENT

Following their fellowship, ACE Fellows will be awarded a certificate of completion during the ACE Annual Meeting. The ACE Board of Directors will also announce the new fellowship class during the Annual Meeting.

DISCLAIMER

The ACE Fellowship program is an unpaid fellowship which requires each fellow to gain permission from their current employer to participate in the program.

HOW TO APPLY

Applications for the 2014–2015 ACE Fellowship Program **must be received by March 1, 2014**. The completed application must include the following supporting material:

- Written statement of interest
- Résumé
- Letter of recommendation by an appropriate administrative leader at the applicant's organization
- ACE Comprehensive Project (ACP) idea(s)

Applications can be e-mailed to Brian Mandrier, Executive Director, at bmandrier@cancerexecutives.org.

SELECTION PROCESS

Finalists will be reviewed by the ACE Membership Services Committee for recommendation for approval by the ACE Board of Directors. In some cases phone interviews may be required during the selection process. Chosen fellows will be formally presented to the ACE membership at the ACE Annual Meeting.

FREQUENTLY ASKED QUESTIONS

■ Can I submit my fellowship application through the mail?

No; for ease of distribution to the ACE Membership Services Committee only applications submitted via email will be considered.

■ Can I apply if I live outside of the United States?

Only candidates within the continental U.S. are being considered at this time.

■ How much time is required away from my current role to fulfill the ACE fellowship requirement?

The ACE Board of Directors hopes that Fellow applicants will commit to successfully completing this fellowship. To do so, you would be expected to participate in monthly conference calls, periodically communicate with your mentor, potentially embark on a site-visit, attend the annual meeting, and complete your ACP at your convenience. The exact amount of time depends on your level of engagement and the complexity of your ACP.

■ Will I have a chance to get involved in other areas of ACE?

Absolutely! The ACE Fellowship Program offers you an excellent opportunity to get engaged in the organization. You will have the chance to participate on ACE Professional Committees (www.cancerexecutives.org/committees.html) as well as help structure the fellowship program for years to come. You will also have the chance to participate and lead conversations on a national level by writing articles for the ACE newsletter and hosting ACE Hot Topic conversations.



APPLICATION FORM

ARE YOU
READY
TO BE
AN ACE
FELLOW?

HOW TO APPLY

1. Decide to become an ACE Fellow
2. Fill out this application form
3. Send the form to ACE by the March 1, 2014 deadline

YES! I WANT TO BE AN ACE FELLOW (Please print or type)

Applicant's Name _____

Accreditations (PhD, MBA, MD, RN, FACP, etc.) _____

Title _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

- I am a current member of ACE No payment is required
- I am NOT a current member ACE Delegate Membership annual dues: \$225

ADMINISTRATIVE LEADER (The person in the organization who issued the applicant's Letter of Recommendation)

Name _____

Title _____

Phone _____ Fax _____

E-mail _____

REQUIRED SUPPORTING MATERIAL

- Please include with your application:
- (1) Written statement of interest
 - (2) Résumé
 - (3) Letter of Recommendation by an appropriate administrative leader at the applicant's organization
 - (4) ACE Comprehensive Project (ACP) idea(s)

METHOD OF PAYMENT (For New/Renewing ACE Members)

Please charge \$225 to my credit card below for one year of ACE Delegate Membership

Visa Mastercard American Express

Card # _____ Exp. Date _____

Cardholder Name _____

Billing Address _____

Authorized Signature _____ Date _____

SEND APPLICATION TO

Send completed application via e-mail only to Brian Mandrier, ACE Executive Director, at: bmandrier@cancerexecutives.org

QUESTIONS?

Call 202-521-1886 or visit www.cancerexecutives.org

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Suite 500 East
Washington, DC 20007

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www.cancerexecutives.org