



**Administrative Training Program
Residency and Fellowship**

About CHOC Children's

CHOC Children's is exclusively committed to improving the health and well-being of children through clinical expertise, advocacy, outreach, education and research. Our growing health care community includes two state-of-the-art pediatric hospitals in Orange and Mission Viejo, many primary and specialty care clinics, a mental health inpatient center, and four clinical centers of excellence – the CHOC Children's Heart, Neuroscience, Orthopaedic and Hyundai Cancer Institutes.

Mission

To nurture, advance and protect the health and well-being of children

Vision

To be the leading destination for children's health by providing exceptional and innovative care

Core Values

- Excellence** Setting and achieving the highest standards in all we do
- Innovation** Advancing children's healthcare by leading with new ideas and technology
- Service** Delivering unmatched personal experience
- Collaboration** Working together with our colleagues and partners to achieve our mission
- Compassion** Caring with sensitivity and respect
- Accountability** Serving as dedicated stewards of the lives and resources entrusted to us



Program Overview

CHOC Children's Administrative Training Program (Residency and Fellowship) provides comprehensive knowledge, experience and training in the internal operations of healthcare administration under the direction and supervision of the Executive Vice-President/Chief Operating Officer. The resident and fellow will translate healthcare administration theory into practice in a low-risk environment, participate in executive-level decision-making processes and develop/test their professional values and skills. In addition, the Administrative Training Program (ATP) provides an excellent learning environment and introduction to the many perspectives of healthcare management within a hospital, physician organization and healthcare system. The resident and fellow will gain exposure and rotate in key clinical departments, operating units and support areas, including the assignment of substantive projects and limited operations at the discretion of the Executive Vice-President/Chief Operating Officer. Participation in the program is not a guarantee of future employment.

Program Structure

CHOC Children's ATP is primarily a project-based program. The administrative residency can run six, eight, or 12 months for residents, depending on their graduate requirement. The administrative fellowship runs 12 months for fellows.

The first six weeks of the administrative training program are devoted to informational interviews and exposure to most key clinical and support functions within CHOC. This time allocation may also include spending time with key strategic organizations aligned with CHOC, other major healthcare systems, and miscellaneous local, regional and national organizations that play an important role in healthcare in the region.

The remainder of the program is self-directed with guidance from leadership and management. The resident and fellow are focused on devoting time to project assignments of interest, and attending educational conferences, site visits, management meetings and retreats.

Project examples:

- Enhance emergency department throughput
- Implement medical innovation such as Etiometry
- Create specialty-specific dashboards for leadership and management
- Engage in medical practice performance improvement and change management
- Integrate patient engagement platforms
- Analyze and recommend strategy ventures

Administrative Resident and Fellow Testimonials

Govind Dhawan, MHA | Current Administrative Fellow

Texas Woman's University, Master of Health Administration

“An Administrative Fellowship with CHOC Children's has been a transformative experience for me. While strengthening my existing skills tailored to my interests and career goals, I am also able to explore other areas to better understand the hospital operations and develop new skills. Ever since I have joined CHOC, I have had opportunities to learn, grow and lead under the mentorship of great leadership. I am confident this meaningful experience will help me become a better healthcare leader.”

Roseanne De Lemos | Current Administrative Resident

The George Washington University, Master of Health Administration

“Fulfilling my residency requirement with CHOC Children's has been such a blessing as I'm able to pursue a healthcare career with amazing mentorship from CHOC Children's leadership. The autonomy and grace granted to me through this project-based role has enabled me to hone in on interests, work with and learn from other leaders, and grow as an aspiring leader. I'm more passionate to continue closing gaps in healthcare disparities, ensuring accessible and quality health care, and sustaining collaborative environments.”

Kari Morohashi, MHA | 2018 Administrative Resident

University of Washington, Master of Health Administration

Role post-residency: Data Analyst, CHOC Children's

“The CHOC Children's Administrative Resident position exceeded my expectations and confirmed my desire to pursue a career in healthcare. I was welcomed with open arms and treated as a valued member of the CHOC team. The project work and shadowing opportunities broadened my knowledge of hospital operations and encouraged both personal and professional growth. I am grateful that I was able to continue my CHOC journey as a data analyst in the Performance Measurement Department, and I look forward to what the future holds. Long Live Childhood!”

Garrett Seitz, MBA | 2017 Administrative Resident

Baylor University, Master of Business Administration

Role post-residency: Clinic Manager, Baylor Scott & White Health

“The CHOC Residency program far exceeded my expectations. The executive team was extremely engaged in the program and they allowed me the flexibility to create an experience based on my personal interests. Whether it was my interest in IT and innovation or strategy and finance, I developed the tools and skill sets that I wanted to develop. This residency program offered me a broad, high-level overview of how the hospital operates as a whole while still providing engaging and in-depth projects that actually made a difference. This program prepares you extremely well.”

Minimum Qualifications

Residency

- Candidates must be entering a required six-, eight- or 12-month residency necessary to complete a master's degree
- Applicants must be from a healthcare management program, business administration program or related field
- Prior experience in healthcare is preferred
- Demonstrated leadership ability
- Applicants must be in pursuit of a career in hospital or healthcare administration

Fellowship

- Candidates must finish their master's degree prior to the start of the fellowship
- Applicants must be from a healthcare management program, business administration program or related field
- Prior experience in healthcare is preferred
- Candidates must demonstrate leadership ability
- Applicants must be in pursuit of a career in hospital or healthcare administration

Application Requirements

The following documents are required to complete your application:

- Cover Letter
- Resume
- Personal statement: One-page written statement of career goals, interest and objectives for CHOC Children's residency or fellowship position, respectively
- Two letters of recommendation: (1) academic and (2) professional
- Unofficial transcripts

Submit completed applications through CHOC Children's job posting board.

Application Timeline

All completed applications will be considered for the CHOC Children's Administrative Training Program (Residency and Fellowship) on this timeline:

- **Submission deadline:** Oct. 4
- **Interviews:** End of October
- **Final decisions:** Second week of November
- **Anticipated start date:** June 2020

Contact Information

If you have questions about our program, resident/fellow experience or the application process, please contact **Administration Training Program** at AdminTrainingPrograms@choc.org

Compensation and Benefits

An administrative resident is a full-time non-exempt position, and the administrative fellow is a full-time exempt position. Both receive the following competitive salary and benefits package:

- Paid time off (PTO) and holidays
- Health plan: medical, dental, and vision
- Flexible spending accounts (FSA)
- Voluntary plans
- Retirement savings plan 403(b)
- Employee Assistance Program
- Education reimbursement and contribution program
- Referral program

Informational Webinars

Sept. 18, 2019 at 2:00 PM PST- Please visit the following link:

<https://www.choc.org/events/clinicalevents/administrative-residency-fellowship-webinar/>

Life in Orange County, Calif.

We know it's important to have a high quality of life outside of work. Southern California offers that in abundance.



- Close proximity to beaches, ski resorts and amusement parks
- Surfing, hiking and fishing
- Museums, theater and opera
- Shopping and plenty of dining options
- Excellent nightlife
- Fresh seafood

Famous for its warm climate, Southern California averages temperatures of 70 degrees and higher throughout most of the year. With just a handful of rainy days each year, it's not uncommon to enjoy the winter holidays in warm sunshine. With the beach, mountains and desert all a short drive away, there is something here for everyone. Child-friendly communities and exciting nightlife mean singles and families alike can enjoy the wonderful lifestyle Southern California has to offer.

CHOC Children's is in Orange County (popularly referred to as the "OC"), and the region boasts unbeatable entertainment, shopping and attractions. When you live in the OC, there is bound to be another adventure around the corner. To see more of the OC, visit www.ocgov.com and www.visittheoc.com