

Becoming a Fellow of the American College of Healthcare Executives

Information Session



Agenda

Why should I pursue the FACHE credential?

How do I know I am eligible?

What is the process?

What do I need to learn?

What should I expect for the exam?

How do I prepare for the exam?

What are the recertification requirements?

Why should I pursue the FACHE credential?

Is the FACHE credential worth the time and effort it takes to earn it?

Why should I pursue the FACHE credential?



Why should I pursue the FACHE credential?

With the FACHE credential, you become a recognized leader among leaders in healthcare management.

Why should I pursue the FACHE credential?

Stand out among your peers

- Meet rigorous standards for leading health systems
- Demonstrate your competency in all areas of healthcare leadership

Why should I pursue the FACHE credential?

Stand out within your healthcare organization

- Show your adaptability as a leader
- Committed to effective change and improvement throughout your career

Why should I pursue the FACHE credential?

Stand out within your community

- Be a leader who makes a positive impact on patient care and community health

Why should I pursue the FACHE credential?

Benefits of Earning the FACHE

- Become a better healthcare leader and make more effective decisions

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- Become a better healthcare leader and make more effective decisions
- Demonstrate your healthcare leadership competencies

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- Signal your lifelong commitment to change and improvement

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- Demonstrate your healthcare leadership competencies
- Signal your lifelong commitment to change and improvement
- Strengthen your leadership value to your organization

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- Strengthen your leadership value to your organization
- Enjoy high levels of collegiality with other Fellows

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- Enjoy high levels of collegiality with other Fellows
- Be recognized for your achievement

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- Demonstrate your healthcare leadership competencies
- Signal your lifelong commitment to change and improvement
- Strengthen your leadership value to your organization
- Enjoy high levels of collegiality with other Fellows
- Be recognized for your achievement
- Achieve greater personal satisfaction with your career and performance

How do I know I am eligible?

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Eligibility Requirements

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- Hold an executive-level healthcare management position for a minimum of 5 years

How do I know I am eligible?

ACHE Definition of Healthcare Management

- Employed by a healthcare organization or healthcare influencer
- Position must be at least a department director/department head level
 - Qualifies: C-suite executives, vice presidents and directors/department heads, job title with responsibilities reflecting departmental control
 - Does Not Qualify: analyst, coordinator, program manager, specialist, administrative fellowships, residencies, internships

How do I know I am eligible?

Eligibility Requirements

- Be a current member of ACHE with a minimum of 3 years tenure
- Hold a Master's or other post-baccalaureate degree
- Hold an executive-level healthcare management position for a minimum of 5 years
- Submit 2 references:
 - Structured interview with current Fellow
 - Written reference from senior-level executive in your organization or another Fellow

How do I know I am eligible?

Eligibility Requirements

- Demonstrate 36 hours of healthcare management continuing education within the last 3 years
 - 12 hours must be ACHE Face-to-Face Education
 - 24 hours can be ACHE qualified Education or Face-to-Face education

How do I know I am eligible?

Eligibility Requirements

- Demonstrate 36 hours of healthcare management continuing education within the last 3 years
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 - 24 hours can be ACHE qualified Education or Face-to-Face education
- Participate in 2 healthcare-related activities and 2 community/civic activities during the past 3 years

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Eligibility Requirements

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 - 12 hours must be ACHE Face-to-Face Education
 - 24 hours can be ACHE qualified Education or Face-to-Face education
- Participate in 2 healthcare-related activities and 2 community/civic activities during the past 3 years
- Pass the Board of Governors examination

What is the process?

Step 1: Meet the eligibility requirements

Step 2: Submit your application and pay the \$250 fee

Step 3: Prepare for your exam

Step 4: Register for the exam and pay the \$200 fee

Step 5: Schedule your BOG Exam appointment

What do I need to learn?

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ACHE Healthcare Management Experience Decision Matrix

NAME	ORGANIZATION						POSITION	TOTAL YEARS OF EXPERIENCE
	PLANNING Setting direction and determining what needs to be accomplished. It means setting priorities and determining performance targets.	ORGANIZING The overall design of the organization or the specific division, unit, or service for which the individual is responsible. It means designating reporting relationships and intentional patterns of interaction. Determining positions, teamwork assignments, and distribution of authority and responsibility are components of this function.	STAFFING Acquiring and retaining human resources. It also refers to developing and maintaining the workforce through various strategies and tactics.	CONTROLLING Monitoring staff activities and performance, and taking the appropriate actions for corrective action to increase performance.	DIRECTING This function refers to initiating action in the organization through effective leadership and motivation of, and communication with, subordinates.	DECISION MAKING This function refers to making effective decisions based on consideration of benefits and the drawbacks of alternatives.		
LEVEL OF MANAGEMENT								
MANAGES SELF	HME is not applicable at this level of management							
MANAGES UNIT OR TEAM								
MANAGES DEPARTMENT								
MANAGES MULTIPLE DEPARTMENTS								
MANAGES ORGANIZATION								
MANAGES SYSTEM OR MULTIPLE ORGANIZATIONS								

TOTAL EXECUTIVE HEALTHCARE MANAGEMENT EXPERIENCE (X YEARS, X MONTHS):

What do I need to learn?

Ten Knowledge Areas

1. Governance and Organizational Structure
2. Human Resources
3. Financial Management
4. Healthcare Technology and Information Management
5. Quality and Performance Management
6. Laws and Regulations
7. Professionalism and Ethics
8. Healthcare Knowledge
9. Management and Leadership
10. Business Knowledge

What should I expect for the exam?

What should I expect for the exam?

- 230 multiple choice questions
- 10 knowledge areas
- 6 hours to complete

What should I expect for the exam?

Knowledge Areas

Knowledge Areas	# of Questions	% Total
Healthcare	34	17%
Management & Leadership	30	15%
Financial	22	11%
Human Resources	22	11%
Quality & Performance Management	20	10%
Business	18	9%
Professionalism & Ethics	16	8%
Laws & Regulations	14	7%
Governance & Organizational Structure	12	6%
Healthcare Technology & Information Management	12	6%
Total	200	100%

What should I expect for the exam?

Examination Outline

200 Questions

KNOWLEDGE AREA	PERCENTAGE	NO. OF QUESTIONS
<i>Governance and Organizational Structure Knowledge</i>	6%	12

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

http://www.ache.org/membership/credentialing/EXAM/exam_outline.cfm

What should I expect for the exam?

Examination Preparation

- Allow 3 to 6 months
- Determine your most effective study style
- Review the 10 key knowledge areas
- Questions are job-related and experience-based

What should I expect for the exam?

Examination Preparation – Resource Options

Board of Governors Examination Review Course

April 16 – 18, 2018
Chicago, Ill.

October 15 – 17, 2018
Scottsdale, Ariz.

- Review the exam's 10 knowledge areas with guidance from expert faculty
- Apply test-taking strategies to sample test questions
- Identify areas to focus your additional test preparation
- 19 ACHE Face-to-Face education credits

Eligible course participants can receive a waiver for the \$200 exam fee

What should I expect for the exam?

Examination Preparation – Resource Options

Online Tutorial

April 18 – July 24, 2018

August 22 – November 20, 2018

- 12-week self-study course
 - \$410 (Online Tutorial Only)
 - \$495 (Online Tutorial and Print Book or eBook), plus shipping and tax
- Access to PowerPoint slides, audio lectures, reading materials and a group message board
- Opportunities to engage with other tutorial participants in online community
- 6 ACHE Qualified Education Credits



What should I expect for the exam?

Examination Preparation – Resource Options

ACHE Board of Governors Exam Study Set



Price: \$240.00

[Introduction to the Financial Management of Healthcare Organizations, Seventh Edition](#)

Michael Nowicki, EdD, FACHE, FHFMA

[The Well-Managed Healthcare Organization, Eighth Edition](#)

Kenneth R. White, PhD, RN, FACHE, and John R. Griffith, LFACHE

[Human Resources in Healthcare: Managing for Success, Fourth Edition](#)

Bruce J. Fried, PhD, and Myron D. Fottler, PhD

What should I expect for the exam?

Examination Preparation – Resource Options

Credentialing Section: [ache.org/FACHE](https://www.ache.org/FACHE)

- Board of Governors Exam FAQ
- Reference List – Bibliography
- Practice Questions from the Board of Governors Exam

What should I expect for the exam?

Examination Administration

Pearson VUE Authorized Test Centers



<https://wsr.pearsonvue.com/ache/>

- Meet all requirements
- Submit your advancement application
- Gain ACHE approval of eligibility
- Register for the exam and pay \$200 exam fee or submit waiver
- Take the BOG Exam at a Pearson VUE testing center
- Immediate scoring

What should I expect for the exam?

Examination Administration

ACHE 2018 Congress on Healthcare Leadership

Tuesday, March 27, 2018
Chicago, Ill.

- Paper and pencil test
- Results in 8 to 10 weeks

What should I expect for the exam?

Examination Outcomes

PASS

By December 31st and attend the Convocation Ceremony at the following year's Congress

FAIL

Try again; 60 day waiting period between attempts

What are the recertification requirements?

- Valid for 3 years
- Option 1:
 - Complete 36 hours of continuing education within 3 years, 12 of which must be ACHE Face-to-Face hours**AND**
 - Participate in 2 healthcare activities and 2 community/civic activities within 3 years

What are the recertification requirements?

- Valid for 3 years
- Option 1:
 - Complete 36 hours of continuing education within 3 years, 12 of which must be ACHE Face-to-Face hours
AND
 - Participate in 2 healthcare activities and 2 community/civic activities within 3 years
- Option 2:
 - Retake and pass the Board of Governors Exam (same fees and requirements)
AND
 - Participate in 2 healthcare activities and 2 community/civic activities within 3 years

Special Offer

**Apply between March 1st and June 30th and save \$200
Fee Waiver for the Board of Governors Exam**

Submit your application and \$250 application fee

Questions?

Online Resources

ACHE Credentialing Website

ache.org/FACHE

ACHE Customer Service Center

(312) 424 – 9400

contact@ache.org

ACHE Healthcare Experience Decision Matrix

http://www.ache.org/membership/credentialing/HME_Decision_Matrix.pdf

ACHE Education Credit Hours

ache.org/Events

Start Now to Become a Fellow of the American College of Healthcare Executives