

Administrative Fellowship Program

St. Joseph Hospital Overview:

St. Joseph Hospital is a regional, full-service healthcare system serving the Greater Nashua area, western New Hampshire, and northern Massachusetts. St. Joseph Hospital, a member of Covenant Health, consists of hospitals, skilled nursing, and rehabilitation centers, assisted living residences, and community-based health and elder care organizations throughout New England.

In 2020, St. Joseph Hospital had 208 licensed beds, 1,461 full-time employees, 4,155 inpatient admissions, 125,544 outpatient visits, \$9,620,406 in capital expenditures, and \$224,114,438 in Operating Revenue. In 2020, St. Joseph Hospital Invested \$53,835,181 in charity care and unreimbursed cost as part of our mission to make sure that every member of our community has access to compassionate healthcare.

St. Joseph Hospital provides a multitude of healthcare services including Adult, Pediatric, OBGYN, Psychiatric, Oncology, Intensive care, and more. St. Joseph Hospital is one of the premier non-profit Hospitals in New Hampshire.

Fellowship Program at St Joseph Hospital:

St Joseph Hospital is committed to providing the highest quality of care and patient experience for the communities we serve. To ensure the continuation and administration of exceptional service, St. Joseph Hospital started the Administrative Fellowship Program in 2021. The St. Joseph Hospital Administrative Fellowship Program is a 1-year, full-time, salaried position that provides recent graduates the opportunity to gain practical healthcare administration experience in a multi-hospital health system in New Hampshire

The Administrative Fellow will engage in high-visibility projects at the system level that involves operations planning, integration, ambulatory care networks, analytics, business development, and performance improvement. During their time at St Joseph Hospital, fellows will gain insight into areas of health system administration by frequently interacting with senior executives, department managers, and front-line staff.

Current Fellow Projects & Experiences:

- Interim Department Manager
- Project Management – Exposure to projects with varying expected levels of responsibility
- Strategic Planning – Mergers and Acquisitions, Partnerships, Expanding Services Lines
- Workforce Management – Interviewing and Onboarding, Staffing, & Process Improvement.
- Data & analytics – Budgets, Performance Scorecards, KPI's, & Quality Metrics.

Application Process & Timeline:

Please apply through National Administrative Fellowship Centralized Application Service (NAFCAS). Applicants are encouraged to apply early because application reviews and interviews will be conducted on a rolling basis.

Complete applications will include:

1. Resume/CV
2. Personal Statement – reasons for pursuing a career in healthcare, why you want to work at St. Joseph Hospital, outline career objectives, and how the St. Joseph Hospital Administrative Fellowship can help you accomplish your goals.
3. Three letters of recommendation: (1) academic, (1) professional, and (1) professional or academic.
4. NAFCAS, official graduate school transcript required.

Qualifications:

- Applicants must have a master's degree in a relevant healthcare field (MHSA/MHA/MPH/MPA/MBA), or be enrolled in their last year of the graduate program on schedule to complete the degree before the fellowship commences *This program also includes candidates who have completed the course work, and their graduate programs require a third-year fellowship.
- Relevant healthcare work experience strongly preferred.
- Evidence of strong analytical and communication skills is required.
- Demonstrated ability to work independently and constructively as a team

Questions and Contact:

Please feel free to contact the Current St. Joseph Hospital Administrative Fellow, Kristi Qirici, at kqirici@covh.org



A Member of Covenant Health