Harvard University Health Services Overview

Harvard University Health Services (HUHS) was established in 1898 to provide exemplary health care to the Harvard community – students, faculty, staff, retirees, and their dependents. Since 1954, HUHS has operated as a multi-specialty medical practice where primary care physicians, specialists, allied health professionals, educators, and support staff combine their unique strengths and knowledge to deliver a broad range of health care services, including:

- Primary care for all ages, including 24-hour urgent care services
- Specialty care for a variety of medical and surgical subspecialties
- Mental/behavioral health services
- Dental service
- Pharmacy
- Physical therapy
- Center for Wellness
- On-site laboratory and radiology
- Health education and prevention programs

HUHS also operates satellite clinics on the Harvard Business School, Harvard Law School, and Harvard Medical Area campuses. The satellite locations provide primary care and mental health care. In addition, HUHS manages two insurance plans, the Harvard University Student Health Program (HUSHP), which is available to Harvard students, and the Harvard University Group Health Plan (HUGHP), which is available to Harvard faculty, staff, and their dependents.

Fellowship Summary

The HUHS Administrative Health Care Fellowship Program provides the participants with the opportunity to broaden and enhance their training, professional skills, and experience in health care administration. This two-year fellowship offers experience working closely with a dynamic team of senior administrators, mid-level managers, and clinicians. Throughout the program, fellows will meet weekly with the Chief Medical Officer, and regularly with the Directors of Operations and Quality Improvement. Each month the fellows will present to the Director of HUHS.

Project assignments will be in four different areas: clinical quality, operations, insurance plans, or financial. HUHS has begun LEAN transformation, which will be a main focus of the fellowship projects. The overall goal of the program is to encourage fellows to further develop their careers in health care administration. We are interested in drawing fellows with varied backgrounds in public health, medicine, business, and other related professions.

The fellowship will run from August 1, 2017 – July 31, 2019.

Fellowship Structure

The program will begin with an orientation to HUHS, which will include meeting with senior administrators,
managers, and clinicians throughout the organization. At the end of the introductory period, the fellow will be assigned by the senior fellow to one or more projects.

**Year 1: Areas of Focus**

- Clinical/Quality
- Operations
- Finance (clinic and/or health plan)
- Health Insurance

**Year 2: Flexible Assignments/Projects**

- These opportunities accommodate career development interests in other areas such as:
  - Operations Management
  - Quality Improvement/Regulatory
  - Technology Management
- Fellowship Program Management
  - Planning and operations of recruitment and orientation process
  - Management, supervision, and oversight of junior fellow
  - Updating fellowship page on the HUHS website

**Professional Development**

In addition to rotations, leadership skills are further developed in other ways such as:

- Presentations to senior leadership and management group
- Participating on various committees surrounding key areas of HUHS, including: Quality Performance Committee, Student Health Planning Committee, Medical Records, Patient Safety, Pharmacy and Therapeutics, Behavioral Health, and the PnC Core Advisory Team
- Attending other conferences/training

**Mentorship**

- Regular meetings with assigned manager during first year

**Qualifications/Requirements**

Masters or other professional degree in related health care or business field, demonstration of practical experience in project management and performance or process improvement techniques required. Experience in data analysis and working knowledge of computer databases. Excellent organizational, interpersonal, and oral and written communication skills required. Must be graduating from an accredited graduate program in May/June 2017.

The fellowship will run from August 1, 2017 to July 31, 2019. There will be a junior fellow and a senior fellow each year with a one-year overlap.

**How to Apply**

Interested candidates should email their cover letter, resume/CV, and completed application to Brenda Martinez at bmartinez@huhs.harvard.edu by 11:59pm on October 14, 2016.