

CAHME ANNUAL REPORT GUIDELINES

Effective 7/1/2023

Overview

CAHME's policies require satisfaction and salary information from graduates. Requirements that students be surveyed "3 months post-graduation" were changed in 2021. Instead, programs are directed to survey ALL graduated students following the completion of their studies.

The graduation population for the survey is defined as students who graduated as part of the academic year designated in Section III, question 1 in CAHME's Annual Report Editor (CARE).

Here are some points to consider when applying these questions to YOUR survey:

CARE Section VII

- Using accurate and comprehensive data from other reliable sources (e.g., career services or LinkedIn) for post-graduation employment / current positions is permitted in lieu of survey data.
- While you may ask for additional locations or positions of employment, you must categorize these responses into one of the defined categories.
- CAHME asks for specific salary, and not for salary ranges. This is consistent with recommendations from the Institute for Higher Education Policy. It allows programs to calculate median values accurately, which allows for more accurate comparisons.
- Programs with a residency requirement (as part of the curriculum) will report resident median salary separately from post-graduate fellowships median salary. This clarifies a long-standing issue in the annual report. *The question on resident salary will only appear in Section VII for programs that answer Section III, question 3.b designating required resident hours.*
- A 20% response rate for graduate salary (fellowships + jobs) is required. As of May 2023, the Board requires a progress report if you fail to meet this minimum response rate.

CARE Section VIII

- The wording of CAHME satisfaction questions should not be changed. In 2021, the CAHME Board approved consistent wording and scales to enable CAHME and the public to compare programs.
- Satisfaction scales and wording must be constructed as defined.
 - The "likelihood to recommend" question must be on a 0 to 10 scale to be consistent with the standard Net Promoter Score calculation. It should not be altered. Other scales for this question (e.g., 5-point scales) are not permitted.
 - The scale points/definitions should be consistent; different wording should not be substituted (e.g., do not use "Extremely Satisfied" for "Very Satisfied.")
- A 20% response rate for graduate satisfaction is required. As of May 2023, the Board requires a progress report if you fail to meet this minimum response rate.

Overall

- Programs may supplement the survey with additional questions. For example, you may ask for "Other feedback." These responses are not to be reported to CAHME.

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Sample Survey of Graduated Students

*This introduction is a sample.
You may customize this introduction.*

Thank you for taking the time to assist us in improving our graduate program by completing this brief survey. Responses to the survey will be used in our continuous quality improvement efforts regarding students' overall education. Some of these questions are required to be reported to our accrediting body, the Commission on Accreditation of Healthcare Management Education (CAHME). All responses are strictly confidential and will be reported in aggregate.

The survey takes about 5 minutes to complete. Any questions or comments about the survey may be directed to (*program director name*) via email at (*program director email address*) or by a call to (*program director phone number*). We appreciate your time and feedback.

*The following questions relate to
Annual Report Section VII: Post-Graduation Employment.
If the program accurately and comprehensively gathers this data through other means (such
as through career services) you do not have to ask questions 1, 2, and 5.*

Question 1: If you are currently employed, indicate the field where you are employed. Select the one that most appropriately describes your workplace setting.

- Post-Graduate Fellowship
- Hospital/Health System
- Physician Practice (e.g., medical clinic)
- Military Health System or Veterans Health Administration
- Governmental Agencies (e.g., local, state, and federal agencies)
- Trade Association (e.g., AHA, HFMA, Blue Cross Blue Shield Association)
- Foundation or Voluntary Agency (e.g., RWJ Foundation, Red Cross)
- Long-term Care Facility
- Home Health Agency
- Consulting
- Insurance / HMO
- Information Technology / Analytics
- Pharmaceutical / Biotech / Medical Device Company
- National Health Organizations (CVS/Aetna, Walgreens)
- Investment Banking re: healthcare (e.g., merger & acquisition)
- Venture Capital or Private Equity
- Employed Outside Healthcare
- Employed Overseas in Healthcare (but site is unknown)
- Other: _____

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Question 2: If you are not currently employed in healthcare, indicate the reason below that best describes why:

- International Student Returned Home without Seeking Employment
- Pursuing another Graduate Degree
- Not Placed (e.g., still searching for a position, on leave.)

Question 5: If currently employed in healthcare, indicate what best describes your position below. Select only one, the one highest on the list that *best* describes your role.

- Executive Office. (e.g., CEO, President, Chief Medical Officer, Chief Information Officer, Chief Operating Officer, Executive Director, Partner, Owner, etc.)
- Other Executive Management. (e.g., Vice President, Senior Vice President, Executive Vice President, Associate Vice President, Other Executive Management, etc.)
- Management. (e.g., Director, Manager, Unit Administrator, Practice Manager, etc.)
- Administrative Staff. (e.g., Senior Analyst, Senior Consultant, Financial Officer, Information Officer, Analyst, Consultant, etc.)
- Clinical Staff. (e.g., Registered Nurse, Pharmacist, Physical Therapist, Radiology Technician, etc.)
- Physician
- Educator/Faculty Member
- Fellow/Intern
- Other: _____

Note to Program Directors: Question 8 should be asked only to students who are still in the program but performing an administrative residency as part of their curriculum. While CAHME requests actual data for this question, the use of a slider that allows graduates to define their salary is permitted. Ranges are not permitted. Contact CAHME with any questions.

Question 8: If employed *in a residency program as part of your graduate program*, provide your estimated annual salary, including bonuses: _____

Note to Program Directors: These questions should be asked only to graduates (specifically those who are *not considered students*). For the following questions, while CAHME requests actual data from graduates, the use of a slider that allows graduates to define their salary is permitted. Ranges are not permitted. Contact CAHME with any questions.

Question 9a: If employed *in a post-graduate fellowship*, provide your estimated annual salary, including bonuses: _____

Question 9b: If employed *in other than a post-graduate fellowship*, provide your estimated annual salary, including bonuses. *This includes graduates who were in the position prior to (or during) their course of study:* _____

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*The following questions relate to
Annual Report Section VIII: Graduated Student Satisfaction
All programs must survey students with this language and scales.*

Question 1: On a scale of 0 to 10, how likely are you to recommend your program to a friend or an acquaintance looking to advance their careers in healthcare?

- 0 Not at All Likely
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10 Extremely Likely

Question 2: How satisfied are you with your program of study?

- Very Dissatisfied
- Dissatisfied
- Neutral
- Satisfied
- Very Satisfied

Question 3: All things being equal, if you had to do it all over again, would you choose to go to your program?

- No
- Yes