

# CAHME/The Joint Commission Fellowship Award for Advancing Sustainable Health Care

## **CAHME Application Instructions**

- 1. Click on the link <u>here</u> to access the CAHME/The Joint Commission Fellowship Award for Advancing Sustainable Health Care application.
- 2. Once you click on the link, you will be brought to the login page.

CAHME	HOME - MY ACCOUNT
Login or Create a CAHME/The Joint Comm	n Account ission Fellowship Award for Advancing Sustainable Health Care
Login	Create a New Account
Email Address *	Email Address •
Password *	First Name •
remember me lost password?	Last Name •
Skip and Login as a Guest	
Login	University or Company Name •
	Create a Password •
	Retype Password •

3. Create an Account by filling out the appropriate fields. Then, login using your information.

\*\*Note: Once you log in, you'll be able to save your progress and return to it anytime.

### CAHME

HOME - MY ACCOUNT

#### Login or Create an Account

CAHME/The Joint Commission Fellowship Award for Advancing Sustainable Health Care

Login	Create a New Account
Email Address *	Email Address •
Password *	First Name •
remember me lost password?	Last Name •
Skip and Login as a Guest	
Login	University or Company Name •
	Create a Password •
	Retype Password •

4. Read through the first tab (Eligibility Information). Once you read through it, hit Save and Next.

CAHME	HOME + MY ACCOUNT +
Welcome	Home / My Applications / 4047 - Guest Account
Home	CAHME/The Joint Commission Fellowship Award for Advancing Sustainable Health Care
My Applications	Eligibility Information Applicant Information CAHME Accredited or Certified Program Applicant
All (1)	Fellowship Application Essay Responses Attachments
Incomplete (1)	
CAHME/The Joint Commission Fellowship Award for Advancing Sustainable Health Care Application	CAHME/The Joint Commission Fellowship Award for Advancing Sustainable Health Care The Commission on Accreditation of Healthcare Management Education (CAHME) and The Joint Commission recognize that sustainability, a highly educated workforce, and a steadfast commitment to healthcare quality and safety are foundational to advancing the health and well-being of communities. In response to the growing need for leadership at the intersection of these domains, CAHME and The Joint Commission have established a distinctive, one-year fellowship program designed to cultivate the next generation of healthcare sustainability leaders.
The Commission on Accreditation of Healthcare Management Education (CAHME) and The Joint	This prestigious fellowship is awarded to a graduating student from a CAHME-accredited or certified program who has demonstrated a strong commitment to sustainability, healthcare quality and safety, and continuous process improvement.
Commission recognize that sustainability, a well-educated workforce, and healthcare quality & safety have a broad and all-encompassing impact ://cahmeawards.secure-platform.com	The Fellow will be fully integrated into the operations of The Joint Commission Enterprise, including Joint Commission International, gaining immersive, hands-on experience in initiatives that promote excellence in healthcare delivery. This includes direct observation and participation in activities that support organizational quality and safety, as well as comprehensive training in The Joint Commission's evaluation methodologies and site visit protocols. Under the mentorship of the Global Director of Healthcare Sustainability, the Fellow will contribute to strategic project work that endergoes sustainability within healthcare sustainability.

5. Read through the second tab (Applicant Information). Once you read through it, select "Yes, I agree" or "No, I do not agree" and hit Save and Next.

## CAHME<sup>®</sup>

#### HOME - MY ACCOUNT -

Welcome       Home       My Applications       All (1)       Incomplete (1)	Home / My Applications / 4047 - Guest Account CAHME/The Joint Commission Fellowship Award for Advancing Sustainable Health Care Eligibility Information Applicant Information CAHME Accredited or Certified Program Applicant Fellowship Application Essay Responses Attachments Disclaimer	
CAHME/The Joint Commission Fellowship Award for Advancing Sustainable Health Care Application The Commission on Accreditation of Healthcare Management Education (CAHME) and The Joint Commission recognize that sustainability, a well-educated workforce, and healthcare quality & safety have a broad and all-encompassing impact on the health of the	THIS FORM IS COLLECTING CONTACT INFORMATION, INCLUDING BUT NOT LIMITED TO NAMES, ADDRESSES, PHONE NUMBERS, AND EMAIL ADDRESSES, FOR THE PURPOSE OF COMMUNICATION AND CORRESPONDENCE RELATED T THE FELLOWSHIP, BY SUBMITTING THIS INFORMATION, YOU CONSENT TO ITS COLLECTION AND USE FOR THE SPECIFIED PURPOSE. THIS INFORMATION WILL BE HANDLED IN ACCORDANCE WITH APPLICABLE DATA PROTOCOM LAWS AND WILL NOT BE SHARED WITH THIRD PARTIES EXCEPT AS REQUIRED BY LAW OR WITH YOUR EXPLICIT CONSENT. ADDITIONALLY, BY PROVIDING YOUR CONTACT INFORMATION, YOU CONSENT TO ITS USE FOR THE PURPOSES OF THE SCHOLARSHIP/FELLOWSHIP/AWARD COLLECTION, INCLUDING BUT NOT LIMITED TO PROJECT UPDATES, NOTIFICATIONS, AND OTHER RELEVANT COMMUNICATIONS ABOUT CAHME. YOU RESERVE THE OPTION OPT OUT OF SUCH COMMUNICATION FOLLOWING THE SELECTION OF THE CANDIDATE. TO OPT OUT OF FUTURE COMMUNICATION FOLLOWING THE SELECTION OF A CANDIDATE, SEND AN EMAIL TO INFO@CAHME.ORG, OR BY CLICKING UNSUBSCRIBE ON THE EMAIL COMMUNICATION. Do you agree to the above disclaimer?	ο DN το
community. The Joint Commission in		

#### 6. Fill out your contact information and hit Save and Next.

sustainability, a well-educated workforce, and healthcare quality & safety have a broad and all-encompassing impact on the health of the	Do you agree to the above disclaimer?
	Yes, l'agree 🗸
	Contact Information
community.	First Name *
The Joint Commission in	
collaboration with CAHME created a fellowship unlike any other. This one-year fellowship is awarded to a student who will graduate from a CAHME Accredited or Certified	Last Name +
	School Email Address •
program, and who	
demonstrates the commitment to sustainability,	Personal Email Address *
quality and safety, and process	
improvement.	Phone Number *
Brianna Moccia, CAHME Communications Specialist bmoccia@cahme.org	• (201) 555-0123
	University Name =
	Program Name •
	Graduation Date •
	Barran Harra Cardonation

7. Fill out the third tab (CAHME Accredited or Certified Program Applicant) and hit Save and Next.

\*\*Note: Only students from CAHME Accredited or Certified Programs are eligible for this fellowship.

## CAHME

#### HOME - MY ACCOUNT -



8. Fill out the fourth tab (Fellowship Application Essay Responses). In this section, you will answer 5 essay questions. Once you answer all 5 essay questions, hit Save and Next.

\*\*Note: Feel free to write out your responses in a different document (ex. Word) and copy & paste them when complete.

CAHME	HOME - MY ACCOUNT -
Welcome	Home / My Applications / 4049 - Guest Account
Home	CAHME/The Joint Commission Fellowship Award for Advancing Sustainable Health Care
🖹 My Applications	Eligibility Information Applicant Information CAHME Accredited or Certified Program Applicant
All (3)	Fellowship Application Essay Responses Attachments
Incomplete (2)	The application essays consists of 5 responses. All questions must be answered in 100 words or less (approximately
Complete (1)	500 characters).
CAHME/The Joint Commission Fellowship Award for Advancing Sustainable Health Care Application	Essay 1. • Describe how accreditation serves to ensure and enhance healthcare quality. Word count: 0 / 100
	B I x₂ xº Ix Format → ≧ Ξ Ξ Ξ
The Commission on Accreditation of Healthcare Management Education (CAHME) and The Joint Commission recognize that sustainability, a well-educated	
workforce, and healthcare	Feeav 2 .

9. Fill out the fifth tab (Attachments). You will upload your Resume, Professional Letter of Recommendation, and Transcript.

CAHME	HOME - MY ACCOUNT -
Welcome Home	Home / My Applications / 4047 - Guest Account CAHME/The Joint Commission Fellowship Award for Advancing Sustainable Health Care
My Applications	Eligibility Information Applicant Information CAHME Accredited or Certified Program Applicant Fellowship Application Essay Responses Attachments
Incomplete () CAHME/The Joint Commission Fellowship Award for Advancing Sustainable Health Care Application	Resume Upload the most recent copy of your resume. We only accept PDF versions. Choose File No file chosen Professional Letter of Recommendation (Employer or Previous Supervisor)
The Commission on Accreditation of Healthcare Management Education (CAHME) and The Joint Commission recognize that sustainability, a well-educated workforce, and healthcare quality & safety have a broad and all-encompassing impact on the health of the community.	Choose File       No file chosen         Letter of Recommendation •       (Not Sent)         Attending University Program Director, or other faculty member with approval of the program director.       Full Name         Full Name

10. For the Letter of Recommendation section, you will fill out the name and email of the Program Director or other faculty member with the approval of the program director that will be writing you a letter of recommendation. Once you fill this out, hit the "Send Request Now" blue button. By doing this, the program director/faculty member will receive an email requesting this information.

\*Note: Before filling out the application, notify your program director/faculty member that they will be receiving a request for a Letter of Recommendation.

Letter of Recommendation *
(Not Sent)
Attending University Program Director, or other faculty member with approval of the program director.
Full Name
Email
Send Request Now

11. Once all attachments and the Letter of Recommendation sections are filled out, hit Save and Finalize.

12. When you hit Save and Finalize you will receive the message below:



13. Hit Ok which will bring you to the page below:



- 14. Your application is submitted. As a reminder, your program director/faculty member will be emailed to upload a letter of recommendation for you in the system.
- 15. Once your program director/faculty member submits the letter of recommendation, you will receive an email confirmation from Brianna Moccia, Communication Specialist (bmoccia@cahme.org) with the subject line Letter of Recommendation Received. If you have any questions, feel free to reach out to her.

Thank you for applying to the CAHME/The Joint Commission Fellowship Award for Advancing Sustainable Health Care.