



AAMC

Tomorrow's Doctors, Tomorrow's Cures®

# Healthcare Executive Diversity and Inclusion Certificate Program



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Learn

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Lead

Association of  
American Medical Colleges

# Overview of the Program

The Healthcare Executive Diversity and Inclusion Certificate is an intensive academic program of diversity education specifically designed to develop the competencies leaders need to drive diversity as a core component of excellence in health care.

The curriculum combines distance-learning and in-residence study with a focus on applied skills that will assist students in successfully implementing a diversity project at their home institution.

A growing body of research indicates that there is an undeniable link between excellence and diversity in the practice of medicine. This certificate provides participants with the tools to develop individual competencies in these areas while also helping them develop strategies to increase the representation and inclusion of diverse communities and improve equal treatment of racial and ethnic minority diversity in the health enterprise and in the field of academic medicine.

The applied nature of the program requires participants to successfully complete a diversity project. The project must be on a current issue in diversity related to the participant's organization. Upon completion of the program, students are required to present their project before the cohort and instructors, as well as at their organization.

## Program Details

Over the course of the academic year, all participants will:

- Engage in three in-person week-long interactive learning modules led by expert faculty
- Complete distance learning assignments to further their diversity and inclusion knowledge and skills
- Work on a diversity project tailored to their home institution culminating in an end-of-course final presentation

## Program Outcomes

Graduates of the certificate program will:

- Link diversity and inclusion directly to measurable goals of excellence at their institution
- Learn to develop an organizational infrastructure focused on diversity issues
- Learn to collaborate with various stakeholders across all levels of the institution as a means to achieving diversity
- Apply current diversity research to the creation and execution of their institution's strategic plan for diversity
- Develop a diversity plan designed to drive excellence specifically tailored to their institution



## Summary of Modules

The certificate program consists of six modules to be completed in-person and through distance learning over the course of six months. A brief description of the modules follows:

### **Module 1 *In-person* - Diversity as a Driver of Institutional Excellence (January 13-17, 2014) AAMC headquarters in Washington, DC**

This module will outline expectations for the structure and content of student diversity projects. Students will be familiarized with the diversity 3.0 model, learn about accessing and using the AAMC's data resources, and review qualitative and quantitative research methods. Students will also participate in a day-long executive training on negotiation and communications skills.

### **Module 2 *Distance* - Diversity Measurement and Assessment (February 2014)**

This module will provide students an overview of approaches to using data to make the case for diversity, inclusion, and health equity. Participants will learn how to create the appropriate metrics to measure diversity and inclusion at their institution, how to create clear metrics for their projects, and how to develop metrics that will assist in the LCME accreditation process.

### **Module 3 *Distance* - Diversity Project Assignment: Institutional Engagement (March 2014)**

Students will map where their institutions are headed and enlist the input of stakeholders to determine what obstacles must be overcome to successfully implement their plans.

### **Module 4 *In-person* - Change Management Resources (April 14-18, 2014) AAMC headquarters in Washington, DC**

Students will learn the process of leading change using the Kotter eight-step change model and receive training on the impact and mitigation of unconscious bias in the organizational process. Students will also receive an introduction to federal diversity grant and research services and participate in an intensive one-day training on grant writing.

### **Module 5 *Distance* - Diversity Project Assignment: Implementation Planning (May 2014)**

Students will continue work on the design of an implementation plan for their diversity project and develop a strategic planning document that will be used as a blueprint for success following their completion of the certificate program.

### **Module 6 *In-person* - Student Presentations (June 16-20, 2014) AAMC headquarters in Washington, DC**

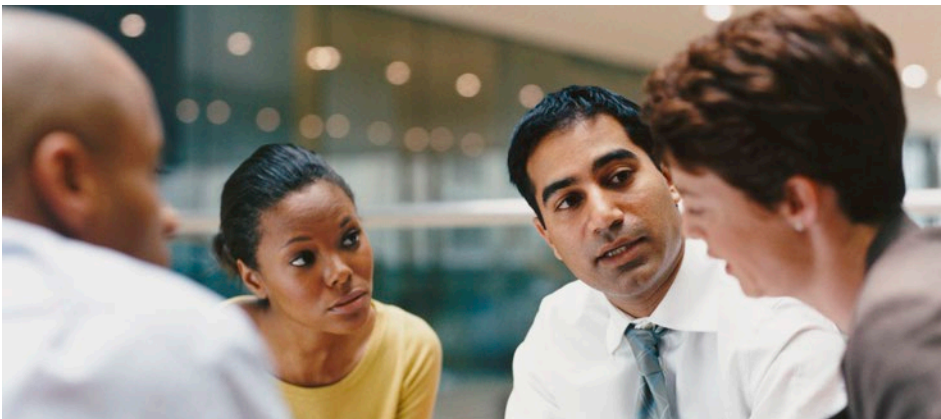
Students will present their finalized diversity project plans.

## What Our Certificate Program Graduates Are Saying:

*“I have found this program to be exceptionally helpful and I would not be prepared at all to play as constructive a role in my organization without it.”*

*“The course was fantastic and well worth the time and expense. The faculty and organizers were very receptive to our feedback...The course has made me better at what I do. The AAMC support staff was excellent!”*

*“Extremely useful training program. In particular, the opportunity to learn about what others were doing and... the structure and challenges at other institutions was very valuable.”*



## Application Requirements/Selection Criteria

- Application (see following pages)
- Resume/Curriculum Vitae
- Personal Statement
- 2 letters of recommendation
- Signature of Dean/President/CEO

## Time commitment

Participants must invest the time and energy needed to complete all aspects of the program, including implementing and completing a diversity project, attending all required meetings, submitting progress reports, and participation during scheduled webinars and audio-conferences. Up to 20 percent annual release time is recommended from the participant's employer to satisfy the program requirements.

## Application Deadline

November 15, 2013

## Tuition

- Standard: \$10,500 per person per institution
- Group Discount: \$9,750 per person when an institution sends two or more participants

Tuition will cover course materials and program site expenses. Institutions are responsible for their participant's travel and lodging expenses. Please make tuition checks payable to the Association of American Medical Colleges.

## Program Schedule/Key Dates

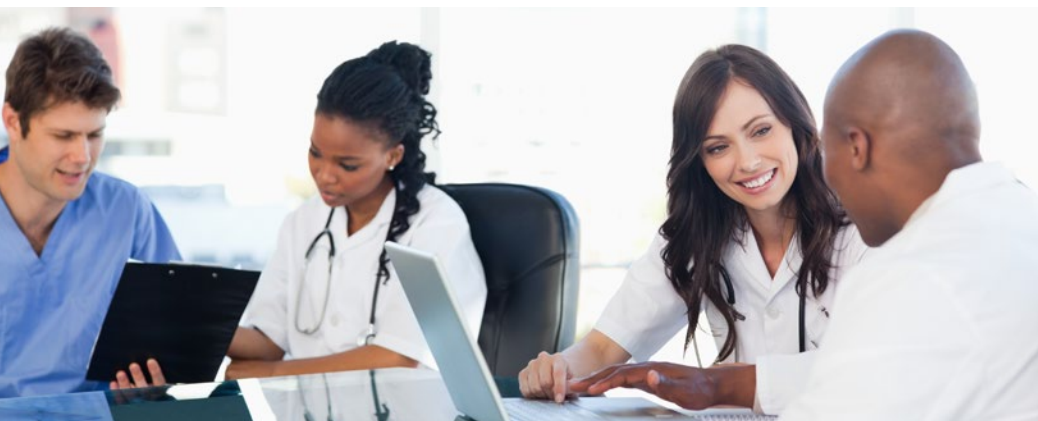
- Application deadline: November 15, 2013
- Program start date: January 13, 2014
- Tuition due: December 20, 2013

## About the Association of American Medical Colleges (AAMC)

The AAMC serves and leads the academic medicine community to improve the health of all.

Founded in 1876 and based in Washington, D.C., the Association of American Medical Colleges (AAMC) is a not-for-profit association representing all 137 accredited U.S. and 17 accredited Canadian medical schools; nearly 400 major teaching hospitals and health systems, including 62 Department of Veterans Affairs medical centers; and 93 academic and scientific societies. Through these institutions and organizations, the AAMC represents 128,000 faculty members, 75,000 medical students, and 110,000 resident physicians.

Through its many programs and services, the AAMC strengthens the world's most advanced medical care by supporting the entire spectrum of education, research, and patient care activities conducted by our member institutions. The AAMC and our members are dedicated to the communities we serve and steadfast in our desire to earn and keep the public's trust for the role we play in improving the nation's health.



## Contact Information

Program content and registration:  
Tiffani St.Cloud  
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Logistics, travel, or other concerns:  
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[www.aamc.org/diversitycertificate](http://www.aamc.org/diversitycertificate)

# HEALTHCARE EXECUTIVE DIVERSITY AND INCLUSION CERTIFICATE PROGRAM APPLICATION

## PERSONAL INFORMATION

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Please indicate any previously used names: \_\_\_\_\_

Current address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Permanent address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Primary phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Secondary phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Home    Work    Cell                       Home    Work    Cell

Email address (primary): \_\_\_\_\_

Assistant name: \_\_\_\_\_

Assistant Phone: \_\_\_\_\_ Assistant E-mail: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

How do you self identify?

Select all that apply:  Hispanic, Latino, or of Spanish Origin    American Indian or Alaska Native    Other

Black or African American    Asian    Native Hawaiian or other Pacific Islander    White

Sex:  Male    Female   Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_   Place of Birth: \_\_\_\_\_

City and state (country if not U.S.)

## HOW DID YOU HEAR ABOUT US?

Brochure                       Friend                       AAMC Website  
 Email                               Web search                       Other \_\_\_\_\_

## COLLEGES OR UNIVERSITIES

List your most recent school first.

Name of School	Location (City, State)	Year Completed	Degree Earned
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## DEAN/PRESIDENT/CEO ENDORSEMENT

This is to confirm that \_\_\_\_\_ has the support of his, her, or their organization to fully participate in all the benefits of the Healthcare Executive Diversity and Inclusion Certificate Program offered by the Association of American Medical Colleges. They will be released from 20% of their work time to complete their projects and participate in the program.

Signature of Dean/President/CEO: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

## SIGNATURE

I certify that all information submitted in this application and in any supporting documents of my candidacy for admission to is complete and true to the best of my knowledge and belief. I understand that providing false and/or misleading information or failing to provide updated information can result in a withdrawal of an offer of admission, dismissal, or other disciplinary sanctions.

By signing this application, I agree to:

- Make my best effort to attend all of the in-person sessions
- Complete all assigned course materials
- Select and complete a project for the program
- Present my project within the program and at my home institution.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPLICATION CHECKLIST

Please be sure to include the following materials in your application:

- Completed Application
- Resume or curriculum vitae
- Personal Statement (Less than 1000 words)
  - Tell us about your reasons for applying to the program.  
Please be specific in your response.
  - Describe a situation, event, or activity that demonstrates your ability to be a change agent or innovator, or where you helped an organization expand beyond its boundaries.
- Letter of recommendation from supervisor
- Letter of recommendation from colleague
- Dean or President/CEO signature on application

## APPLICATION MATERIALS CAN BE SUBMITTED TO

Tiffani St.Cloud  
Lead Program Management Specialist  
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