



Tomorrow's Doctors, Tomorrow's Cures®

Healthcare Executive Diversity and Inclusion Certificate Program



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American Medical Colleges

Overview of the Program

The Healthcare Executive Diversity and Inclusion Certificate Program 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 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, 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 diversity issue 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 institution.

Program Details

Over the course of the academic year, 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 (Jan. 11-15, 2021) AAMC headquarters in Washington, D.C.

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 also will participate in a day-long executive training on negotiation and communications skills.

Module 2 *Distance* – Diversity Measurement and Assessment (February 2021)

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 2021)

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

Module 4 *In person* – Change Management Resources (April 19-23, 2021) AAMC headquarters in Washington, D.C.

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 also will 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 2021)

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 21-26, 2021) AAMC headquarters in Washington, D.C.

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
- Two 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 participating in scheduled webinars and audio-conferences. Up to 20% annual release time is recommended from the participant's employer to satisfy the program requirements.

Application Deadline

Early bird: June 12, 2020

Final: Nov. 27, 2020

Tuition

- Early bird: \$9,500 per person
- Standard: \$10,500 per person
- Group early bird: \$8,750 per person
- Group standard: \$9,750 per person

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

- Early bird application deadline: June 12, 2020
- Final application deadline: Nov. 27, 2020
- Tuition due: Jan. 3, 2021
- Program start date: Jan. 11, 2021

About the 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 154 accredited U.S. and 17 accredited Canadian medical schools; nearly 400 major teaching hospitals and health systems, including 51 Department of Veterans Affairs medical centers; and 90 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

Tiffani St.Cloud
202-828-0891, tstcloud@aamc.org

aamc.org/diversitycertificate





Healthcare Executive Diversity and Inclusion certificate Program Application

PERSONAL INFORMATION

Name: Last _____ First _____ Middle _____

Please indicate any previously used names: _____

Institutional billing address: _____

City: _____ State: _____ Zip code: _____

Office 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 email: _____

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 _____

ALLERGIES AND ACCOMMODATIONS

Please specify any dietary needs or other accommodations you require to participate: _____

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 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: (_____) _____

CONSENT TO USE PHOTOGRAPHIC IMAGES AND RECORDINGS

Participation in the AAMC's Healthcare Executive Diversity and Inclusion Certificate Program and related activities constitutes an agreement by the participant to the AAMC's use and distribution (both now and in the future) of the participant's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

SIGNATURE

I certify that all information submitted in this application and in any supporting documents of my candidacy for admission to the certificate program 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.

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 1,000 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

SUBMIT APPLICATION MATERIALS VIA EMAIL OR MAIL TO:

Tiffani St.Cloud, C.P.C.

Director of Educational Initiatives

Association of American Medical Colleges

655 K Street, NW, Suite 100

Washington, DC 20001-2399

Phone: 202-828-0891

Email: tstcloud@aamc.org

Related AAMC Offerings

You may also be interested in the following learning opportunities and certificate programs offered by the AAMC:

- Leadership Education and Development Program (LEAD)
- Medical Education Research Certificate Program (MERC)
- Unconscious Bias Learning Lab for the Health Professions
- Minority Faculty Career Development Seminar

For more information on these opportunities and the AAMC's range of diversity offerings, including webinars, publications, and other resources, please visit aamc.org/diversitycertificate.



**Association of
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aamc.org