

# Emerging Leaders

*"The Emerging Leaders Program has proven to be a valuable stepping stone to career progression. It is giving me the tools to build upon my skills. It is opening doors I had not seen, and given me the confidence to pursue both my professional and personal goals."*

– a participant in the inaugural class



## ***A Certificate Program in Home Care Management***

**A partnership effort between**

**Suffolk University**

**The Foundation for Home Health, and**

**The Home Care Alliance of Massachusetts**



## **EMERGING LEADERS: GRADUATE LEVEL CERTIFICATE PROGRAM IN HOME CARE MANAGEMENT**

### **OVERVIEW**

A scarcity of middle managers properly equipped to move into leadership roles is a key challenge facing the home health industry today. Many of these middle managers have extensive clinical expertise, but limited business management training. Agencies looking to provide high level management training have found traditional graduate level programs simply too expensive and not relevant enough to the home health agency manager to justify the time and expense.

To address issues around building the next generation of home health executives, the Foundation for Home Health, Inc., and Suffolk University's Center for Public Management have developed the **Emerging Leaders: Certificate in Home Care Management**. The program's objective is to build the management skills of agency middle managers, with an intensive program of graduate school level courses that are directly relevant to management of a community-based health care organization program. Managers will graduate from the Emerging Leaders program prepared to perform at high levels within their current organization.

The program will enroll no more than 25 students each year.

The target individuals to be enrolled in "Emerging Leaders" are staff whom the agencies' executive leaders regard as managers with potential for advancement, but who require further skills and knowledge to enhance their managerial effectiveness.

Agencies who support a candidate in the program will benefit in many ways, including improving the quality of their supervision, a factor cited in prominent studies as a highly influential factor in terms of worker retention.

### **CURRICULUM AND PROGRAM SCHEDULE**

The Emerging Leaders program offers an academically rigorous, graduate level curriculum in five 5-week training blocks. *All of the courses offered are traditional Suffolk University offerings with Suffolk University faculty.* The course syllabuses have been configured to specifically address issues in community health management. The coursework will also reflect familiar situations and challenges for home care middle managers by incorporating guest lecturers from current home care leaders.

Each training block will take place on five consecutive Thursdays with three morning hours and three afternoon hours of instruction. There will be a four to five week break between each training block. *A commitment to attending classes according to this schedule will be required of all participants.* There will be reading and course work to be completed between each weekly class.

## THE TENTATIVE 2009/2010 SCHEDULE WILL BE AS FOLLOWS:

September 10 - October 8 (AM and PM)	<b>Introduction to Health Systems &amp; Management</b> Faculty: Richard Beinecke, PhD
November 5 - December 10 (AM)	<b>Health Financial Management I</b> Faculty: Leslie Cavicchi, MPA
November 5 - December 10 (PM)	<b>Community Based Health Care Evolution and Issues</b> Faculty: Pat Kelleher
January 14 – February 11 (AM)	<b>Health Financial Management II</b> Faculty: Leslie Cavicchi, MPA
January 14 – February 11 (PM)	<b>Health Marketing</b> Faculty: Leslie Cavicchi, MPA
March 11 - April 8 (AM)	<b>Human Resources I</b> Faculty: Clarence Cooper
March 11- April 8 (PM)	<b>Legal Environment/Ethical Issues of Health Care I</b> Faculty: Linda Melconian
May 6 - June 3 (AM)	<b>Human Resources II</b> Faculty: Clarence Cooper
May 6 – June 3 (PM)	<b>Legal Environment/Ethical Issues of Health Care II</b> Faculty: Linda Melconian

The syllabuses of each of these blocks and the faculty qualifications can be made available upon request.

### **PROGRAM COMPLETION**

Participants who complete the ten modules in the five training blocks will receive a "**Certificate in Home Care Management**" issued jointly by the Foundation for Home Health and Suffolk University. Those participants who excel will receive a Certificate of Distinction.

It is expected that this high energy/high level educational experience may motivate some participants to continue their graduate studies. Those students who complete all of the course requirements at a graduate level who choose to pursue an advanced degree at Suffolk University may apply up to 13.5 graduate level credits (*equivalent to \$10,000 in tuition*) toward one of the following programs at Suffolk University:

<b>PROGRAM</b>	<b>CREDITS NEEDED</b>
Master of Public Administration	45cr
Master of Health Administration	45cr

Students are required to maintain a grade of 75 or above to pass; tuition credit waivers are applicable only for courses which the student receives a grade of 85 or above. Students with an average of 95 or above will graduate with honors.

## **PARTICIPANT SELECTION & APPLICATION CRITERIA**

Applicants for the program must meet the following criteria:

1. Have management responsibilities, or be in line to assume them in the near future;
2. Have a written recommendation to participate from their direct supervisor and approval by the home health/homecare agency Executive Director or President to attend classes during compensated time;
3. Commit to completing an entire nine-month program and to remain in the employ of current employer for at least one year after graduation;
4. Agree to inclusion of program completion as an element of their annual performance evaluation.

Staff of Suffolk University and the Foundation for Home Health will serve as a screening Committee and will select participants using a weighted point system which will seek to assure a class that is representative both of the community served and the home health workforce, at large. *Submitting an application does not guarantee acceptance into the program.*

### **COST**

The cost for the certificate program is \$1,900 per student. Students should expect to incur some additional costs (estimate \$150) for instructional materials. Each sponsoring agency is required to submit a \$50 application fee. These fees will be used to support materials preparation required of the Home Care Alliance.

### **APPLICATIONS**

Applications are due by **June 30, 2009**. Accepted applicants will be selected by **July 20, 2009**. Additional information may be obtained from Royce Tyree at the Home Care Alliance of Massachusetts 617-482-8830 or [rttyree@hcalliancema.org](mailto:rttyree@hcalliancema.org).

**\*If you would like to download the application you can find it at our website [www.thinkhomecare.org](http://www.thinkhomecare.org).**

**If enough students are not recruited to fill the class, the Alliance and Suffolk University reserve the right to cancel this program and refund all application fees.**



31 St. James Ave.  
Ste 780  
Boston, MA 02116

**EMERGING LEADERS:  
HOME CARE MANAGEMENT CERTIFICATE PROGRAM**

*Application Form*

**Applicant Personal Information**

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

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

To help us better identify the population we are serving would you please indicate your

Gender:     \_\_\_ male     \_\_\_ female

Age group:   \_\_\_ 20-29       \_\_\_ 30-39       \_\_\_ 40-49       \_\_\_ 50+

Ethnicity: \_\_\_\_\_

**Applicant Employment Information**

Agency Affiliation: \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work phone: \_\_\_\_\_ e-mail \_\_\_\_\_ Fax \_\_\_\_\_

**Brief Description of Duties:**

\_\_\_\_\_  
\_\_\_\_\_

**Brief Description of Previous Work Experience:**

\_\_\_\_\_  
\_\_\_\_\_

Years of Professional Experience: \_\_\_\_\_ years

How many were in supervisory/managerial \_\_\_\_\_ years

**\*Describe what you think your next job might be:**

\_\_\_\_\_  
\_\_\_\_\_

Are you interested in pursuing a graduate degree in management: \_\_\_ Yes \_\_\_ No \_\_\_ Not sure

What are the three main objectives/areas of expertise that you would like to be able to perform/gain from your participation in the Home Care Management Program?

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

I understand that my enrollment in the Home Care Management Certificate Program requires my commitment to attend classes, pay for class materials as required (estimated \$150 per year), complete assigned work between classes and to participate fully. I commit to a year with current employer following graduation.

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

*Supervisor's Recommendation/Agency Commitment Form*

*NOTE: Where the direct supervisor is not the agency CEO/President, the CEO/President should sign on the Authorized Agency Signature line. He/she may submit a letter of recommendation in addition to the supervisor's comments.*

Applicant's Name: \_\_\_\_\_

**SUPERVISOR'S RECOMMENDATION**

I have supervised the applicant for \_\_\_\_ years, and have known the applicant for \_\_\_\_ years.

S/he is in the top \_\_\_\_4% \_\_\_\_10% \_\_\_\_25% \_\_50% of all the people that I have supervised.

In five years, I expect the applicant to assume a position as \_\_\_\_\_

I recommend applicant for participation \_\_\_\_\_ without reservation \_\_\_\_\_ highly.

I base my recommendation on the following factors:

1 \_\_\_\_\_  
\_\_\_\_\_

2 \_\_\_\_\_  
\_\_\_\_\_

3 \_\_\_\_\_  
\_\_\_\_\_

Supervisors Signature \_\_\_\_\_

**CEO/PRESIDENT'S AUTHORIZATION**

As the applicant's sponsoring agency representative, I agree to pay a non-refundable \$50 application fee. I agree to give the enrolled employee paid time-off in order to attend classes and to adjust his/her work requirements accordingly. I understand that all enrollees will commit to continued employment with their sponsoring agency for at least one year following graduation.

Authorized Sponsoring Agency Signature \_\_\_\_\_

Return completed application and \$50 fee **by June 30, 2009** to:

Foundation for Home Health  
Emerging Leaders Committee  
31 St James Ave, Suite 780  
Boston, MA 02116