

Fellow Program Application

First-Time Fellows



First-time Fellows

1. Fellow candidates must be current AHRMM members in good standing.
2. Fellow candidates must have a current CMRP certification and may apply for the FAHRMM designation no earlier than two years from the date in which they received their initial certification.
3. All certification points must have been earned since the date of receiving initial CMRP designation and no sooner than three years prior to application submission.
4. A total of 19 certification points must be earned for all First-time Fellows. See pages 2 and 3 of this application for a detailed outline of all point values.
 - Continuing Education – 8 points required
 - Work Experience – 5 points required
 - Professional Activities – 6 points required
 - 4 points for contributions to AHRMM and Supply Chain
 - 2 points for Hospital Performance and Health care Activities
5. Candidates must include their topic summary and outline with the application. The topic, summary and outline must be approved by the AHRMM Fellow Review Committee as part of application acceptance.
6. Applicants must submit an original, unpublished paper on a current aspect of health care materials or supply chain management in accordance with the “Fellow Paper Guidelines” (available on AHRMM’s website). The paper must be reviewed and approved for publication by members of the AHRMM Fellow Review Committee.
7. An application fee of \$100.00 must be submitted at the time of application.

Instructions

1. Complete the entire application, including a topic summary, written paper outline and supporting documentation as necessary. Additional documentation may be requested.
2. Application fee of \$100.00 must be submitted with the completed Fellow Application. Fees cover the cost of maintaining the program.
3. Scan and email the entire application to ahrmm@aha.org. **Do not email credit card information. Fax credit card payments to 312-422-3609. Mail check payments to:**

AHRMM
Attn: Fellow Program
PO Box 75315
Chicago, IL 60675
4. AHRMM will confirm receipt of Fellow Application to applicant via the email address provided within the application.
5. Fellow recognition awards are either mailed to the recipient, or presented at AHRMM’s Annual Conference & Exhibition. To receive your Fellow recognition award at the conference, **the original paper must be submitted for Fellow Review Committee approval no later than April 1st of the same year and the final paper must be approval by June 1st of the same year.**

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Certification Points

I. Continuing Education

All seminars must be a full day. Proof-of-attendance documentation is required with the Fellow Application. Programs do not need to be AHRMM sponsored to qualify. Company or facility sponsored programs may qualify.

Type	First-time Fellows 8 points
AHRMM's Annual Conference & Exhibition	4 points per year
AHRMM Seminars or Regional Programs	1 points per full day 0.5 points per half day 0.1 points per hour
Other Healthcare Programs	1 point per full day 0.5 points per half day 0.1 points per hour
Job-related College Courses	2 points per course

II. Work Experience

FELLOWS are leaders in their field and must have applicable leadership experience.

Type	First-time Fellows 5 points
Leadership role within Supply Chain. At least 3 years must be in a healthcare organization	1 point per year
Consultant with strong healthcare supply chain expertise in an organization actively working in healthcare	1 point per year

III. Professional Activities

Professional activities are characterized as contributions to AHRMM (national and/or affiliated chapters), the Supply Chain field, hospital performance, and the community.

AHRMM and Supply Chain Activities

A. AHRMM and Supply Chain Activities	4 points
AHRMM Board Member or Officer	4 points per year
AHRMM Committee Member (non-Board)	2 points per year
AHRMM Affiliated Chapter President	3 points per year
AHRMM Affiliated Chapter Officer or Chapter Committee	2 points per year
AHRMM Member (national affiliation and/or Chapter Affiliate)	1 point per year
Published Article in National or Regional Journal	3 points per article
Published Article in GPO, Chapter, Faculty, or Company Publication	3 points per article
Faculty at AHRMM Program	3 points per program
Faculty at Other National Professional Group Program (outline required for documentation)	4 points per program
Faculty at GPO, Chapter, Faculty, or Company Program (outline required for documentation)	4 points per program

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NOTE: A short narrative describing your involvement in hospital performance or healthcare activity will be required with the Fellow Application.

B. Hospital Performance & Health Care Activities	2 points
Cost savings measures	1 point per year
Active involvement on hospital committees	1 point per year
Joint activity with another hospital or healthcare organization, such as participation on a quality team	1 point per year
Community involvement	1 point per year

IV. Written Papers

An original unpublished paper dealing with a relevant aspect of healthcare purchasing, materials management, or support services must be submitted in order to achieve First-time Fellow status. A topic summary and outline must be submitted along with the First-time Fellow Application for review and approval by AHRMM's Fellow Review Committee. AHRMM will notify the applicant upon the Committee's approval of the topic summary and outline. Fellow Review Committee members serve as one-on-one mentors to all First-Time Fellow applicants to assist as needed.

The final paper must be submitted to AHRMM and will be reviewed by the Fellow Review Committee on the quality and the relevance of the paper to the industry. Papers will be judged as acceptable or not acceptable. If a paper is deemed not acceptable, the applicant will be informed of the reason for the Committee's decision and may be allowed to submit a revised paper.

Papers should describe a new, relevant, cost-effective, innovative, or practical approach or experience in purchasing, materials management, or support services (i.e. developing a new procedure in order to solve a problem, trying a different management approach, etc.). Components for submittals include: title page, abstract, subject matter, paper length, bibliography, and must be written in APA format (see Fellow Paper Guidelines available on AHRMM website). AHRMM reserves the right to publish and post accepted papers to its website. If published, credit will be given to the author.

Final drafts must be submitted within 12 months from the date of the Fellow Review Committee's acceptance of the applicant's paper topic summary and outline. This deadline will be communicated to candidates upon approval.

AHRMM will host Fellow papers in the AHRMM Knowledge Center for five years from the date of publication.

Topic Title, Summary and Outline	First-time Fellows
Acceptance of a topic title, paper summary and outline	Required with application

Written Paper	First-time Fellows
Acceptance of a Written paper	Required after application is accepted

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Complete and return the remaining pages of the Fellow Application to AHRMM (see page 7 for instructions).

Contact Information

Name: (print or type as it is to appear on the award certificate)		# of Years as AHRMM member:
Organization:		# of Years at Organization:
Title:		# of Years in Position:
Email:	Phone:	
Work Address:		
City:	State:	Zip:
Home Address:		
City:	State:	Zip:

Fellow Designations

Year CMRP was attained:	
Notify me of my Fellow status via regular mail to (check one): <input type="checkbox"/> Work Address <input type="checkbox"/> Home Address	
Name and Title of CEO AHRMM Should Notify if FAHRMM is Achieved:	
Address:	
City, State:	Zip:

Payment Information

<input type="checkbox"/> Check Payable to "AHRMM" enclosed		
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX	Card Number	Expiration Date
Name As It Appears On Credit Card	Cardholder's Signature	

Scan and email the entire application to ahrmm@aha.org. **Do not email credit card information.**

Fax credit card payments to 312-422-3609.

Mail check payments to: AHRMM, Attn: Fellow Program, PO Box 75315, Chicago, IL 60675

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Certification Points

I. Continuing Education

First-time Fellows require 8 points and must have attended programs listed since attaining their CMRP. See pages 2 to 3 for the detailed outline of point values.

A. AHRMM's Annual Conference & Exhibition

	<u>Location</u>	<u>Year</u>
1.	_____	_____
2.	_____	_____
		Total Points: _____

B. AHRMM Seminars or Regional Programs

	<u>Program Title</u>	<u>Location</u>	<u>Date(s)</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
			Total Points: _____

C. Other Full-day Healthcare Programs

	<u>Title</u>	<u>Program Sponsor</u>	<u>Date(s)</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
			Total Points: _____

D. Job-related College Courses:

	<u>Topic</u>	<u>College</u>	<u>Date(s)</u>	<u>Credits</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
				Total Points: _____

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II. Work Experience

First-time Fellows require 5 points for work experience. Please list employment experience with most recent position first. Number of years will account for total points earned. See pages 2 to 3 for the detailed outline of point values.

Title:		Years in Position:	
Organization:		Years at Organization:	
Address:		Phone:	
City:	State:	Zip:	
Supervisor's Name and Title:			

Title:		Years in Position:	
Organization:		Years at Organization:	
Address:		Phone:	
City:	State:	Zip:	
Supervisor's Name and Title:			

Title:		Years in Position:	
Organization:		Years at Organization:	
Address:		Phone:	
City:	State:	Zip:	
Supervisor's Name and Title:			

III. Professional Activities

First-time Fellows require 6 points for professional activities: A. a minimum of four (4) points for AHRMM and Supply Chain Activities and B two (2) points for Hospital Performance and Health Care Activities. See pages 2 to 3 for the detailed outline of certification point values.

A. AHRMM and Supply Chain Activities: 4 Points Required

Type the activity you completed, the date and number of points. If points are for an affiliated chapter activity, identify the chapter name. If points are for participating as a faculty member, presenter, or author of a publication, please submit supporting documentation.

<u>Activity</u>	<u>Date(s)</u>	<u>Points</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Total Points: _____

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B. Hospital Performance & Health Care Activities: 2 Points Required

1. Type the activity you completed, the date and number of points.

	<u>Activity</u>	<u>Date(s)</u>	<u>Points</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

2. Explanatory Narrative: Hospital Performance & Health Care Activity

Type a short narrative describing your involvement in hospital performance or health care activity. Attach a separate sheet, if necessary.

IV. Topic, Abstract, Outline

Attach a topic, summary and outline to this application for Committee approval in advance of submitting a paper. Fellow Review Committee members serve as one-on-one mentors to assist in the paper writing process.

Total Points: _____

V. Written Paper

Once the application is approved, candidates will write an original and unpublished paper. Paper must focus on a new, relevant, cost-effective, innovative, or practical approach or experience in health care purchasing, materials management, or support services (i.e. developing a new procedure in order to solve a problem, trying a different management approach, etc.).

I promise that all of the information I provide within the Fellow Program Application is true to the best of my knowledge. AHRMM may contact me for additional documentation or information at a later date if necessary.

Name (please print): _____

Signature: _____ **Date:** _____