

The NYC H+H Kings County
Fellowship In
Emergency Medicine Administration



Great leaders don't set out to be leaders. They set out to make a difference...

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Introduction

Welcome to the Kings County NYC Health + Hospitals Fellowship in Emergency Medicine Administration. Kings County Hospital is located in the East Flatbush region of Brooklyn, NY, and serves as the primary source of care for more than 800,000 people in the surrounding areas. Established in 1830, KCH was named the country's first Level 1 Trauma Center and has an annual volume of more than 140,000 ED visits. The Emergency Department is home to one of the largest academic residency programs and the hospital is nationally recognized as a designated stroke center with an inpatient capacity of more than 624 patient beds.

The Kings County Fellowship in Emergency Medicine Administration provides all of the necessary elements to developing a great leader. Administrative fellows in our program will be actively involved in the daily operations of the emergency department and will also be exposed to the various divisions within the department such as Quality, Operations, and Performance Improvement. The fellow will have the opportunity to learn about hospital wide processes and will represent the emergency department on various hospital committees and initiatives. This two-year fellowship at KCH will be coupled with an Executive MBA through which the applicant will learn basic foundations in accounting, marketing, and leadership. The fellow will also receive a series of lectures from the Administrative Fellowship didactic curriculum (see page 6) to learn the essentials of managing a tertiary care academic emergency department of this size. Thank you for considering the Kings County NYC H+H fellowship in Emergency Medicine Administration, a program with the tools necessary for the development of great leaders.

Overview and Highlights

- ✓ 2 year fellowship
- ✓ MBA from an accredited institution
- ✓ Full Time Attending Salary + PAGNY Employee Benefits
- ✓ Allocated protected time for administrative endeavors and MBA
- ✓ PAGNY Leadership Course, NY ACEP Directors Academy, EDDA Phase 1
- ✓ CME of \$2,000 per year
- ✓ Hospital Committees and Projects

Eligibility and Application

- ✓ Completion of an ACGME accredited residency in Emergency Medicine
- ✓ 3 Letters of Recommendation (including Residency Program Director)
- ✓ Demonstrated high academic achievement
- ✓ Meet entry criteria for an accredited MBA program
- ✓ Active New York State Medical License and DEA
- ✓ Display strong interpersonal and communication skills
- ✓ Demonstrated interest in administration and health care management

How to Apply

Please send CV and Personal Statement to:

Dr. Brittany Choe choeb@nychhc.org

Mr. Kyle Williams Williamk73@nychhc.org

For further information, contact Dr. Choe at (440) 390 8660 or Mr. Williams at (718) 245-4804

Fellowship Structure

Primary components to the program include:

I. Kings County Hospital Emergency Department

A. Administrative Responsibilities:

- ED Operations, Metrics, and Flow Analysis
- Quality Assurance and Performance Improvement
- Biweekly Journal Club
- Regular Departmental meetings:
 - Administrative Leadership
 - Clinical Leadership
 - Faculty
 - ED Operations
 - QAPI (Quality Assurance and Performance Improvement)
 - Active participation on hospital wide committees and initiatives
 - Final Project: 1 project per year with the goal of publication

B. Clinical Responsibilities

II. University MBA Program

Didactic Curriculum

- ✚ The Various Infrastructures of Modern-Day Emergency Departments
- ✚ Cases from the ED: Administrative Conundrums
- ✚ Understanding the Roles and Responsibilities of Administrative and Academic positions
- ✚ Emergency Department and Hospital Wide Flow Analysis
- ✚ Change Management: Understanding Methodologies and Applications
- ✚ Building a Team and Effective Leadership Styles
- ✚ Staffing and Scheduling Methodologies
- ✚ The Role of Operations in the Emergency Department
- ✚ The Life of a Chart: Billing, Coding and Reimbursement
- ✚ Understanding ED Finances: Budgets and Lines
- ✚ Understanding CMS: Quality Measures
- ✚ Quality Assurance and Mandatory Reporting
- ✚ Malpractice, Litigation and Risk Management
- ✚ Productivity, Metrics and Compensation
- ✚ Interviewing, Hiring and Staff Termination; A Legal Conundrum
- ✚ Joint Commission, CMS and DOH: Agencies that Influence Delivered Care
- ✚ Effective Research and Maximizing Publication Opportunities
- ✚ ACGME Compliance and Running a Successful Residency
- ✚ Emergency Management

Kings County Hospital Emergency Department Leadership

Fellowship Directors:

Brittany Choe, MD, MBA
Fellowship Director
Medical Director
Department of Emergency Medicine
choeb@nychhc.org

Emergency Department Leadership:

Elias Youssef, MD, MBA, FACEP
Chief of Service
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Donald Doukas, MD
Associate Medical Director
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Hope Taitt, MD, MBA
Director of Quality
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James Willis, MD
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Kyle Williams
Executive Secretary
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