

FELLOWSHIP OF ACADEMY OF HOSPITAL ADMINISTRATION

1.0 INTRODUCTION

- 1.1 The Academy of Hospital Administration has firmly established itself as a professional body in the field of hospital and health administration within a short period. It is a matter of pride that academy has passed all the mile stones of the infancy and reach a stage when we need to consider enhancing the status of the members specially those of peers. The members of the Academy have been unanimous in their opinion that modalities for award of fellowship of the academy be deliberated.
- 1.2 This paper aims at our lining general philosophy, basic considerations, and fundamental criteria of the election/selection for the fellowship and the objective behind it.

2.0 GENERAL PHILOSOPHY

- 2.1 The general philosophy of fellowship is peer recognition, recognition of extra ordinary contribution and noteworthy service in the field of hospital and health administration. Besides these the basic objective is to provide advancement opportunities to life members of the academy who attain specified number of years of active association with academy and recognition of their contribution made to the field of hospital administration.

3.0 OBJECTIVES

The objectives of the award of fellowship could be:-

- 3.1 To provide a method for the conferment of fellowship and to provide recognition to individuals who have done or are doing noteworthy service in the field of hospital and health administration.
- 3.2 To provide opportunities for peer recognition as well as to appreciate extra-ordinary contribution to the profession of hospital and health administration within the total context of health service delivery.
- 3.3 To establish a standard of competence and to promote excellence in health and hospital administration.
- 3.4 To provide for hospital and health administration an opportunity for gaining, continuing education, peer recognition and expanded development in the profession.

4.0 CATEGORIES OF FELLOWSHIP

4.1 In view of the general philosophy, basic consideration and objectives mentioned above the following categories of the fellowship is proposed.

- Founder Fellows
- Life Fellows
- Honorary Fellows

4.2 Founder Fellows:

- The founder fellowship may be awarded to the individuals **[limited to 7 (seven)]** who have been made extraordinary contribution to the hospital and health administration.
- This is primarily meant to recognize the torchbearers of the discipline of hospital and health administration with or without formal qualification in the field.
- It is to acknowledge those who have made notable contribution to the academy and put in untiring efforts for creation of the Academy of Hospital Administration.
- It is recognize the peers in the discipline and those who have held important positions in the field of hospital and health administration and held them with distinction.
- Necessarily the founder fellowship should be limited in number and the list of founder fellowship should reflect towering professionals in the field of hospital and health administration. A limit to number of founder fellow is proposed.
- Founder fellowship will be awarded by nomination by the Executive committee. There would be no initiation fee for this fellowship.
- The citation of the founder fellows selected is to be read by a senior member of the academy during the special ceremony.

4.3 Life Fellows:

- A life member may become a life member after attaining an age designated and fulfills such terms and conditions as are formulated by the Executive committee, which have been notified in the Annual General Body Meeting.

- Advancement of a life member to the status of the life fellow shall be decided by the Executive committee on the recommendations of the credentials committee.
- A life member of the academy may be advanced to the status of fellow upon meeting such standards, requirements and qualifications as an established and approved by the Executive Committee/Board of Governors and passed in Annual General Body Meeting.
- Credential committee consisting of **11 [Eleven]** members shall be constituted from among the fellows/life members of repute and of notable standing in the profession. The credential committee shall evaluate the applications for life fellowship on the basis of established committee to be changed at a time. The appointment to the Credential committee shall be approved by the Executive Committee and Annual General Body Meeting.
- The details of the criteria, procedure for Life fellowship are narrated subsequently.
- An initiation fee of **Rs. 5000/-** will be charged with application for life fellowship. However, the initiation fee has to be kept at such rates, which should not deter members to become fellows.
- The life fellowship will be awarded only to those holding Masters Degree in Hospital Administration [MHA] or MD [HA] or MD [CHA] from [recognized, reputed university]. In no case life fellowship can be awarded to those not in possession of the basic pre-requisite of post-graduate degree in Hospital Administration/Health Administration.
- Unless the quality of the Life fellows is maintained by insistence on the basis of post-graduate degree in hospital administration/health administration the reputations of the fellowship and academy cannot be maintained.
- The pre-requisite of the postgraduate degree for award of life fellowship cannot be condoned by the Credential Committee or Executive committee.

4.4 Honorary Fellowship

- Honorary fellowship is a special category of membership granted to men and women [**limited to 15 (fifteen)**] who have made extraordinary contribution to the profession of hospital and health service administration within the total context of health service delivery.

- The Executive committee may grant Honorary Fellowship to individuals who have rendered distinguished service in the hospital or in related areas and who are otherwise ineligible for active status in the academy.
- Honorary fellows shall pay no initiation fees, or membership dues and shall be ineligible to sit on the Credential committee or executive committee or Board of Governors.
- Person, whether formally qualified hospital or health administrators or not who have made notable contribution in the field of hospital administration may on nomination by executive committee be admitted as Honorary fellows.
- Honorary fellowship will be awarded with much restraint and only in recognition of their extraordinary contribution. However, there should not be more than 15 Honorary Fellows at any given time.
- Conferment of an Honorary fellowship is the highest accolade the academy can bestow and the academy reserves it for persons of outstanding distinction.
- Procedure for conferring Honorary fellowship will be that the names suggested by the Credentials committee will be brought by the Chairman for discussions with the Executive committee. Chairman credential committee will prepare brief report on the extraordinary contributions made by the person in the field of hospital and health administration. Executive committee will deliberate in the presence of full quorum for final decision. Each of the Executive members shall have veto power for deciding the award of Honorary fellowship.

4.5 Criterion Life Fellowship

The criterion for conferring life fellowship needs careful considerations. The following basic criterion are proposed.

Basic Criteria's

- Candidate applying for Life Fellowship must be a post-graduate degree holder in the field of Hospital or Health Administration i.e. MHA/MD [HA]/MD [CHA] from the reputed and recognized Institute, before 15 years on the date of approval of the fellowship by designated authority.
- Candidate must be a life member of the academy for minimum of 10 years.

- Candidate must submit evidence of active participation in hospital or health service administration, professional and educational activities.
- Eligibility of the candidate is to be determined primarily by the performance in the field of hospital/health administration and notable contributions made in the field.
- The reputation and standing of the candidate in the profession.
- When sufficient stratum of the Fellow becomes available the application of the candidate must be proposed and seconded by the fellows.
- Should have attained the age of 50 years.

Secondary Criteria

- a) Extraordinary performance and notable contributions in the field of hospital and health administration examples:-
 - i. Has attained a position or post in service (public / private) responsibility high enough to justify the level of merit and efficiency in medical field and perform in the same position for a reasonable period in an exemplary manner.
 - ii. Special award or appreciations received from president or similar authorities for his / her contribution in health administration.
 - iii. Scholastic qualities of extraordinary nature as professor in hospital and health administration and publication of at least 10 original articles in the field of medico – administrative research.
 - iv. Authored and published books on hospital and health management and has been acclaimed as an outstanding text book by the users in the field.
 - v. Has personally contributed to the cause of the Academy for its upliftment and progress in its activities.

4.6 General Requirements

- 4.6.1 Forms A candidate must submit a formal application on forms prescribed by the academy.
- 4.6.2 When to submit The application may be submitted after 10 years of eligible life membership.

4.6.3 Deadline Date Application may be submitted any time during the year.

4.6.4 Miscellaneous The candidate must submit the following:

- Candidate must furnish two references all of whom should be life members of the academy. Subsequently when sufficient number of fellows are build up the references will have to be that of life Fellows/Founder fellows.
- Candidate must produce evidence of active participation in hospital or health service administration, professional and educational activities.
- Evidence of service beyond the ordinary demands of position.
- Meet all the other requirements prescribed by the academy.
- The candidate must present evidence of participation in the affairs of the academy and hospital/health field.

Note: While deciding the membership, the Committee should consider the perceptible view about integrity of the candidate and the participation of the member in the affairs of Academy and Hospital Management.

**PARTICULARS & DETAILS OF NOMINEE WITH THE NOMINATION
FORM**

PART-I

1. Name in Full : _____

2. Date and Place of Birth : _____

3. Address

a) Present : _____

b) Permanent : _____

4. Qualification by Examination (in reverse chronological order)	Year of Acquiring	University

5. Field of Specialization :

6. Present Designation :

7. Experience including details :
of employment and service
record after post-graduation degree

8. Experience and contribution :
as Hospital/health administrator

**PARTICULARS & DETAILS OF NOMINEE WITH THE NOMINATION
FORM**

PART-II

(To be attached separately containing following details)

1. A brief and precise statement giving information separately regarding the nominee under each of the heads shown below:-
 - a) Professional achievements of the nominee with special reference to hospital/health administration practices.
 - b) Notable contribution and out standing caliber of the nominee giving reference of the work, educational activity and publications.
 - c) Special contribution in the field of the Hospital Health System Management.
 - d) Special contribution to education, monographic, organizing continued medical education, workshop, symposium.
 - e) Contribution to the professional associations.
 - f) Distinction/awards/reorganization received by the nominee
 - International
 - National
 - Regional/Local
 - g) Please indicate under which category/categories your nominee has distinguished himself/herself.
 - Excellence in performance in the fields of hospital health administration.
 - Excellence in Academic/Research work
 - Excellence in professional/standing.

BRIEF STATEMENT

Signature of the Proposer

Signature of the Seconder

GUIDELINES AND INSTRUCTIONS FOR NOMINATION OF CANDIDATES

1. The fellow/life members nominating the candidate should certify from personal knowledge of the professional and scientific achievements of the candidate.
2. Every Candidate shall be proposed and recommended by a statement in writing signed by at least two Fellows/Life members in good standing one of whom shall preferably be from the same specialty to which the person nominated belongs.
3. The criteria for election to life fellowship are as under:-
 - a) The candidate must be a life member of the academy for minimum of 5 years.
 - b) The candidate must be a post-graduate degree holder in Hospital/Health Administration i.e. MHA/MD [HA]/MD [CHA] of reputed and MCI recognized university.
 - c) Other criteria as formulated from time to time.
 - d) The candidate is expected to stand out amongst peers in the profession as a person of distinction.
 - e) The candidate distinguishes in the profession.

ACADEMY OF HOSPITAL ADMINISTRATION

NOMINATION PAPER FOR AWARD OF FELLOWSHIP

The undersigned fellows/life members of the Academy of Hospital Administration respectively propose and second the here in named candidate for election as a life fellow to the Academy.

Name of the Candidate

Designation & Address

City

Pin

Speciality _____

Proposer _____ **Secunder** _____

Address _____ **Address** _____

Signature _____ **Signature** _____
With Date With Date

(To be filled in the Office of the Academy)

Proposed No:

Date of Receipt of
The Proposal

Secretary Credential Committee
Academy of Hospital Administration.

Instructions

1. Six copies each of the following documents must accompany the application for nomination.
 - i) A precise statement limited to 150 words on nominee's professional and scientific achievements which form the basis for nomination signed by proposer/seconded.
 - ii) Nomination as per format presented dully completed.
 - iii) List of publications- List of publication should include contribution published in standard national and international journal (Indexed in cumulative index or not will be mentioned) be written in chronological order and should include;-
 - a) Names and initials of all authors
 - b) Title of article
 - c) Title of publication abbreviated
 - d) Volume number
 - e) First and last page number
 - f) Years of publication
 - iv) Reference to book should includes;
 - a) City of publication
 - b) Name of publisher
 - c) Year of publication
 - v) Abstracts of conference etc. should not be included in the list of publication.
 - vi) Six copies of each of two published paper considered to be the best by the proposer.

Note Incomplete nominations will not be considered.