



TRAUMA CENTER

Association of America

ADVOCACY • FINANCE • OPERATIONS

Trauma Finance Fellowship Program Application Instructions

A complete application consists of the following:

- Application Questions
- Essay
- Curriculum Vitae
- Supplemental Information
- Letters of Recommendation

Please submit your answers to the application questions using the following formatting guidelines.

- Cover Letter to include Name, Hospital, and Contact Information
- 8.5 x 11-inch white paper
- One-inch margins all around
- Arial 12-point font
- Lines left – justified
- Double-spaced lines
- Each page should be numbered with your name in the bottom right-hand corner.
- Each question should be numbered and titled.

Application Questions

1. Longevity in Trauma Management
 - a. List your aspirations for trauma operations and management.
2. Career Path/Professional Goals
 - a. Describe your ideal career path.
 - b. Describe your goals in trauma care.
3. Trauma-related Activities and Interests
 - a. Elaborate on your personal and professional interests and activities, as well as any special circumstances you feel are relevant.
 - b. Give examples of how you've changed management – i.e., creative accomplishments, PI projects, leadership challenges
4. Academic, CE Background, and Overall Knowledge Base
 - a. List your academic and continuing education background.
 - b. Include all finance, management, and trauma-related education completed.
 - c. Describe your overall knowledge of trauma center operations and finance.
5. Trauma Finance Accomplishments
 - a. Describe your role in trauma center finance.

6. Administrative Support
 - a. Describe your administrative program's level of support for your involvement in this educational endeavor.

Essay (500 words or less)

Why should I be selected for the Trauma Finance Fellowship Program?

The essay should discuss your passions, values, interests, and goals. Tell us why you are the best candidate for the fellowship program. Highlight experiences that are most important and meaningful for you and how they have impacted your trauma career. Describe your strengths and perspectives.

Curriculum Vitae

Please submit a resume that includes your employment history with titles and dates. Your educational record should also be included and should indicate dates of attendance and degree(s) earned. Other information including trauma professional memberships is welcomed and encouraged.

Supplemental Information

If you have additional information that might help us understand your leadership activities and skills and your professional achievements, please include attachments.

Recommendations

Please obtain two letters of recommendation from individuals who are able to speak with certainty about your professional achievements and potential. Please note, applicants may not use TCAA staff as references.

Application Deadlines & Decision Schedule

TCAA will offer two fellowships for 2019. The deadline for applications is January 16th, 2019.

We thoroughly review each application in the time allowed. Please note you may not be notified regarding our decision until two-to-four weeks following the application deadline.

Please submit application and supplemental documents to:

Kayla Barna
Kayla@traumacenters.org
Trauma Center Association of America
146 Medical Park Rd., Suite 208
Mooresville, NC 28117