



2024 Trauma Finance & Operations Fellowship Application Rubric

Criteria	Inadequate (Below Standard) <i>1-3 points</i>	Adequate (Meets Standard) <i>4-6 points</i>	Above Average (Exceeds Standard) <i>7-9 points</i>	Exemplary (Far Exceeds Standard) <i>10 Points</i>
Application Questions <i>(1-10 points)</i>	<ul style="list-style-type: none"> There is no clear or specific explanation in the answers. More specific information is needed. 	<ul style="list-style-type: none"> Clear and concise answers. Some support may be lacking, or sentences may be a bit awkward. 	<ul style="list-style-type: none"> Writing is clear and well-expressed, including specific examples. 	<ul style="list-style-type: none"> Sharp and distinct points made with evidence of awareness of task.
Short Essay: “Why am I the best candidate for fellowship program?” <i>(1-10 points)</i>	<ul style="list-style-type: none"> Minimal evidence of a topic Superficial and/or minimal content Minimal variety in word choice and minimal control of sentence structures. Minimal control of grammar, spellings and sentence formation. 	<ul style="list-style-type: none"> Explains why applicant is best for fellowship Evidence of a specific point Limited content 	<ul style="list-style-type: none"> Explains adequately why applicant is best for fellowship Sufficiently developed content with adequate explanation Generic use of a variety of words and sentence structures that create the writer’s voice and tone appropriate to audience 	<ul style="list-style-type: none"> Explains clearly why applicant is best for fellowship Substantial, specific and/or illustrative content demonstrating strong development and sophisticated ideas Evident control of grammar, spelling and sentence formation Consistent writing

Criteria	Average <i>1 point</i>	Satisfactory <i>2-3 points</i>	Excellent <i>4-5 Points</i>
CV <i>(1-5 points)</i>	<ul style="list-style-type: none"> Slightly short Font and/or spacing issues Not easy to read Accomplishments not well developed Three or more errors 	<ul style="list-style-type: none"> Minor issues with font and/or spacing Design elements appropriate Could be easier to read Some accomplishment statements included One error 	<ul style="list-style-type: none"> Consistent font and spacing Design elements appropriate and consistent Easy to read Many well-developed accomplishment statements included Error free
Letters of Support <i>(1-5 points)</i>	<ul style="list-style-type: none"> Includes 2 letters of recommendation 	<ul style="list-style-type: none"> Includes 2 adequate letters of recommendation 	<ul style="list-style-type: none"> Include 2 strong letters of recommendation

2024 Application Instructions

A complete application consists of the following:

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

Please submit your answers to the application questions using the following format:

- 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
- Table of Contents

Application Questions

1. **TCAA Membership**

- a. How have you utilized your TCAA membership to support your trauma program?

2. **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. How long have you been in the Trauma Program Manager role?
- d. Describe your overall knowledge of trauma center operations and finance.

3. **Trauma Finance Accomplishments**

- a. Describe your role in trauma center finance.

4. **Trauma-related Activities and Interests**

- a. Elaborate on your personal and professional interests, activities and accomplishments, 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

5. **Career Path/Professional Goals** (for 5yrs. or 10yrs.)

- a. Describe your ideal career path.
- b. Describe your goals in trauma care.

6. **Administrative Support**

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

7. **Project Proposal**

- a. Select your preferred project topic from the chart below and explain your interests and motivation in your chosen topic. *Please note: final project topic approval is based on availability of topic area and current member needs. See [TCAA Finance & Operations Manual](#) for past project topics.*



2024 Topics for Fellowship Projects					
Trauma Payment Sources	Trauma Program Member/Position Toolkit	Trauma Program Hybrid Model	Trauma Budget & Resources	Trauma Documentation & Billing: Bringing it all together	Trauma Start-Up Costs & Development
HMO (Carve Outs)	Mentoring/Coaching	IP Program: Start to Finish	Evaluation of an IP Program	3rd Party Payer Petition Template	Other: _____ _____ <i>(*Requires Approval)</i>
Leadership Development	How to: Grant Writing	Verification Toolbox	Trauma Research	State Funding Mechanisms	

Essay (500 words or less)

Why should I be selected for the Trauma Finance & Operations 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 2024. Applications open November 14, 2023. The deadline for applications is January 16th, 2024.

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

Please submit application and supplemental documents to:
 Kayla Barna at Kayla@traumacenters.org