



# American Academy of Medical Administrators

*Developing Excellence in Healthcare and Leadership*

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## ADVANCEMENT APPLICATION for Fellow of the American College of Cardiovascular Administrators (FACCA)

You can be proud of your membership in the American Academy of Medical Administrators (AAMA) and its specialty group, the American College of Cardiovascular Administrators (ACCA). Through membership, you display a commitment to healthcare delivery throughout North America and the world. It means that you have accomplished a high level of excellence professionally and as a leader in a major decision-making role. By advancing within the Academy, you attain a level of verified prominence in the healthcare field.

- **To determine if you meet the qualifications to advance to FACCA, go to page 2.**
- **Note:** Advancement advisors are available to help guide applicants through the process. If you would like to be assigned an advisor or you have any questions regarding advancement opportunities or criteria, please contact the Academy's Membership Director at (847) 759-8601 or [info@aameda.org](mailto:info@aameda.org).

Your Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail \_\_\_\_\_

Enclosed is my check for \$225\*

Please charge \$225 to my\* Visa  AMEX  Master Card  Discover

\*The \$225 fee is a non-refundable application and processing fee.

Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

### ***Be sure to include:***

1. The appropriate paperwork for your Fellow Project (see page 3 for complete details).
  - **Personal Achievement Documentation (PAD) alone:** Attach documentation for points applied to local AAMA/ACCA and non-AAMA/ACCA activities such as CEUs, diplomas, and awards received, etc. Documentation of national AAMA/ACCA activities is not needed.
  - **Case Studies alone:** 3 copies of each case study.
  - **Case Studies in combination with the PAD:** Attach completed PAD and pertinent information such as copies of diplomas, awards received, CEUs, etc PLUS 3 copies of each case study.
  - **Thesis:** 3 copies.
2. A letter to Academy Headquarters with the required number of references (detailed on page 2) requesting advancement.
3. This completed page.
4. A copy of your current resume.
5. The \$225 advancement fee.

***Submit your application to the Academy (at the address above) by August 15 of the year of anticipated advancement.***

# I. CRITERIA FOR ADVANCEMENT

## STEP 1: Qualifications to Apply for Advancement.

Check the following table to determine the qualifications you must meet to advance. Choose either option 1 or 2 and check across the row for the criteria you must meet to qualify.

Minimum Requirements	<u>Years of Full AAMA membership</u>	<u># of Professional References</u>	<u>Conference attendance</u>	<u>Cardiovascular Administration experience</u>	<u>Completion of a Fellow Project</u>
<b>1</b> <input type="checkbox"/> <b>NOT FAAMA or FACCP credentialed FOLLOW across &gt;&gt;&gt;&gt;&gt;&gt;→</b>	<input type="checkbox"/> 4 required	<input type="checkbox"/> 2 references (names and contact information)	<input type="checkbox"/> At 1 AAMA Annual Conference in the past 4 years (may include attendance at the Annual Conference at which member is to advance)	<input type="checkbox"/> At least the past 6 years	<input type="checkbox"/> Completion of one Fellow Project from <b>PATH A below</b>
<b>2</b> <input type="checkbox"/> <b>If you are FAAMA or FACCP credentialed, FOLLOW across &gt;&gt;&gt;&gt;&gt;&gt;→</b>	<input type="checkbox"/> 4 required	<input type="checkbox"/> 2 references (names and contact information)	<input type="checkbox"/> At 1 AAMA Annual Conference in the past 4 years (may include attendance at the Annual Conference at which member is to advance)	<input type="checkbox"/> At least the past 6 years	<input type="checkbox"/> Completion of one Fellow Project from <b>PATH B below</b>

### PATH A: Choose ONE FACCA Advancement Project (\*\*If you are Fellow of the American Academy of Medical Administrators (FAAMA) or Fellow of The American College of Contingency Planners (FACCP) credentialed, go to PATH B \*\*)

- Submit the Personal Achievement Documentation (PAD) form** (page 4), detailing 30 points earned through professional achievement, formal education, continuing professional education, and AAMA service including sufficient documentation of each achievement.
- Submit 3 Case Studies**, to be evaluated by the AAMA Credentials Committee, for 10 points each.
- Submit Case Studies in combination with the PAD form** for a total of 30 points.
- Submit an original thesis of graduate school quality**, to be evaluated by the AAMA Credentials Committee, for a total of 30 points.

### PATH B: Applicants who are FAAMA or FACCP credentialed, Choose ONE FACCA Advancement Project below:

- If you advanced to FAAMA or FACCP by completion of an original thesis**, you are eligible to achieve the FACCA credential by earning 30 points on the Personal Achievement Documentation (PAD) form **OR** by completing three case studies.
- If you advanced to FAAMA or FACCP by completion of three case studies**, you are eligible to achieve the FACCA credential by earning 30 points on the Personal Achievement Documentation (PAD) form **OR** by completion of an original thesis.
- If you advanced to FAAMA or FACCP by the Personal Achievement Documentation (PAD) form alone**, you are eligible to achieve the FACCA credential by completing an original thesis **OR** three case studies.
- If you advanced to FAAMA or FACCP by a combination of the PAD form and case studies**, you are eligible to achieve the FACCA credential by completing additional case studies to reach a total of three and earning additional PAD points to reach a total of 30 **OR** completing an original thesis.

### STEP 2: Complete applications require the following:

- 1. The appropriate paperwork for your Fellow Project** (detailed on page 3).
- 2. A letter to Academy Headquarters requesting advancement, including the required number of references** (see Step 1 on this page).
- 3. Completed "Application for Advancement."** (page 1 of this application)
- 4. A copy of your current resume.**
- 5. \$225 advancement fee.**

## **II. DESCRIPTION OF THE ADVANCEMENT PROJECT**

### **A. Personal Achievement Documentation (PAD)** (see page 4)

The PAD applies points for achievements earned through professional achievement, formal education, continuing professional education, and AAMA/ACCA service. Pertinent documentation is required. Attach documentation for points applied to local AAMA/ACCA and non-AAMA/ACCA activities such as CEUs, diplomas, and awards received, etc. Documentation of national AAMA/ACCA activities is not needed.

Advancement with the PAD requires one of the following methods:

1. 30 points documented on the PAD through professional achievements.
2. 30 points from a combination of the PAD and case studies (10 points each)

### **B. Case Studies**

1. If you chose to provide case studies alone or in conjunction with the PAD, should relate to the segment or facet of cardiovascular administration/leadership and may describe an actual leadership problem encountered in your day-to-day activities in a cardiovascular administration position. *If guidance is needed, please contact Academy headquarters.*
2. One case study may be a written presentation made at an AAMA/ACCA national or local conference.
3. No specific length is required; however, accepted case studies have generally been in the range of six to ten pages.
4. *If you choose to write a case study, you must contact Academy headquarters and request a style guide.*
5. Each case study is worth 10 points.
6. Three copies of each case study must be submitted for review. You may submit each case study electronically to AAMA headquarters by emailing [info@aameda.org](mailto:info@aameda.org).

### **C. An Original Thesis**

1. The thesis must be an original paper related to cardiovascular administration in the broadest sense. *If guidance is needed, please contact Academy headquarters.*
2. A Member may complete the thesis any time prior to the membership requirement (see page 2, step 1); advancement will be awarded only when this membership requirement is met.
3. The Thesis is intended to be a contribution to the literature on healthcare delivery. Appropriate literature documentation (bibliography) is expected.
4. No specific length is required; however, approved thesis papers have generally been in the range of 4,000 to 10,000 words.
5. *If you choose to write a thesis, you must contact Academy headquarters and request a style guide.*
6. The thesis paper is worth 30 points.
7. Three copies must be submitted for review. You may submit the thesis electronically to AAMA headquarters by emailing [info@aameda.org](mailto:info@aameda.org).

# PERSONAL ACHIEVEMENT DOCUMENTATION (PAD)

Pertinent documentation required. *Attach documentation for points applied to local AAMA/ACCA and non-AAMA/ACCA activities such as CEUs, diplomas, and awards received, etc.* Documentation for national AAMA/ACCA activities is not needed. 30 points are required for advancement with the PAD alone.

	Points Available	Points Applied
<b>I. Service to ACCA (17 available points)</b>		
A. One point will be awarded, for each year of membership in the ACCA <b>beyond</b> five years to a maximum of five.	5	_____
B. Service as a Board member of the ACCA.	5	_____
C. For service as an ACCA (or AAMA) committee member.	2	_____
D. For having received an AAMA or ACCA award.	2	_____
E. For having authored an article published in the <i>AAMA Executive</i> or <i>Journal of Cardiovascular Management</i> .	1	_____
F. For being the editor of the <i>Journal of Cardiovascular Management</i> .	2	_____
<b>II. Formal Education—check only one (7 available points)</b>		
A. Associate's degree	2	_____
B. Bachelor's degree	3	_____
C. Master's degree	6	_____
D. Other advanced professional degree beyond the master's level (such as Ph.D. or M.D.)	7	_____
<b>III. Continuing Education (18 available points)</b>		
A. Attendance at an ACCA or AAMA Annual Conference this year/previous 4 years – 3 points each to a maximum of 9 pts.	9	_____
B. Attendance at four national AAMA or ACCA educational conferences in the past four years, other than attendance from item IIIA.	3	_____
C. Served as faculty or conference chairperson for an ACCA educational conference in the past four years.	2	_____
D. Served as faculty or conference chairperson for any approved non-ACCA healthcare educational conference in the past four years.	2	_____
E. Attendance at an approved non-ACCA educational conference – 1 point each for a maximum of 2 points.	2	_____
<b>IV. Other Professional Achievements (38 available points)</b>		
A. Fellowship acquired in AAMA (FAAMA).	5	_____
B. Fellowship acquired in at least one other approved NON-AAMA/ACCA healthcare professional association such as such as ACHCA, HFMA, or ACHE (submit documentation of the Fellow credential and the requirements met to earn the Fellow).	3	_____
C. Authored or co-authored a book in cardiovascular administration or published three articles in same in the past four years – other than in the <i>Journal of Cardiovascular Management</i> .	6	_____
D. Authored at least one article in a national healthcare journal other than the <i>Journal of Cardiovascular Management</i> or article used as basis for points in IVC. above.	2	_____
E. Having served as a board member of an approved non-AAMA/ACCA national, state, or local healthcare organization during the past four years.	3	_____
F. Having served in cardiovascular administration/leadership beyond fifteen years; one point will be allowed for each year to a maximum of five points.	5	_____
G. Having served as a chief executive officer of a healthcare organization for at least five years.	2	_____
H. Having achieved Credentialed Member or Credentialed Fellow of the American Academy of Medical Administrator (CAAMA) or (CFAAMA).	10	_____
<b>Total Available Points</b>	<b>80</b>	_____

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_