

Fellowship Review Team

The Fellowship Review Team has been established by the NAHQ Board of Directors to provide specialized expertise aligning with the Individual Point of Arrival advancing NAHQ as ***the professional home and THE trusted resource for Healthcare Quality Competencies, training, and certifications.***

Reporting to the Individual Strategic Advisory Council (ISAC), the Fellowship Review Team reviews and selects qualified candidates for NAHQ Fellowship, coordinates the Fellow Coaching Program and promotes Fellowship.

Charge

The NAHQ Fellowship Program recognizes NAHQ members who have made outstanding contributions to the healthcare quality profession. Pursuit of fellowship demonstrates dedication to excellence, NAHQ and a commitment to leadership in the profession. The Fellowship Review Team reviews and selects qualified candidates for NAHQ Fellowship, coordinates Fellow Coaching Program, and promotes Fellowship.

Those who hold this prestigious FNAHQ designation are recognized as leaders in NAHQ and the profession. The FNAHQ designation signifies that one is committed to the profession of healthcare quality, both personally and professionally.

Through the Fellowship Program, we recognize those who have demonstrated outstanding contributions to the field of healthcare quality and who actively engage in advancing the profession and NAHQ.

Structure

Members of the Fellowship Review Team include:

- The Fellowship Review Chair who also serves as an appointed member of the Individual Strategic Advisory Council.
- 4 - 6 additional contributing members.
- NAHQ's Director of Membership, Media & Brand serving as the staff liaison.

Responsibilities

Responsibilities of Fellowship Review Team include the following:

- Review and select qualified candidates for NAHQ Fellowship based on established criteria.
- Review the Fellowship Coaching Program annually; promote program; select and match potential fellows/fellowship coach pairs and follow up as needed.

- Assist the team leader to provide information regarding the Fellowship Program and Fellowship Coaching Program throughout the year.
- Encourage fellows to promote the program to potential fellows.

Qualifications

The Chair of the Fellowship Review Team is a qualified member of the Individual Strategic Advisory Council.

Individual Strategic Advisory Council members must:

- Be an active NAHQ member
- Be an active CPHQ
- Disclosure of potential conflicts of interest

All other Fellowship Review Team members must meet the following qualifications to serve:

- Must be an active NAHQ Fellow
- Be an active NAHQ member
- Disclosure of potential conflicts of interest

Terms

The Chair of the Team is nominated by the Chair of the SAC and approved the President and the Board of Directors.

Team members are nominated by the Chair of the Team and approved the President and the Board of Directors.

Fellowship Review Team members serve a three-year term renewable three times. Fellowship Review Team member terms must be staggered to ensure continuity.

Leadership

The Fellowship Review Team Chair serves as the convener of the team. Working closely with NAHQ staff, the Chair is responsible for process and tasks including:

- Planning and facilitating meetings.
- Guiding the team in meeting its charge and fulfilling its responsibilities.
- Serving as a liaison to the ISAC.
- Working with the staff to identify and assess potential new team members.
- Ensuring regular opportunities for self-assessment to improve performance as a team.
- Providing regular updates and making recommendations to the Board of Directors on behalf of the Fellowship Review Team.

Staff Support

The primary staff liaison to the Fellowship Review Team is the Director of Membership, Media and Brand. The staff liaison works closely with the Fellowship Review Chair to ensure that they have the information and support they require to fulfill their duties.

Specifically, the staff liaison is responsible for:

- Working closely with the chair to develop a meeting schedule and meeting agendas.
- Ensuring members have the information they need to be well prepared for meetings.
- Ensuring that all teams and commissions under its structure have a clear understanding of their charge and the information and staff support required to fulfill their responsibilities to the association.
- Keeping members informed in between meetings, as required.
- Supporting the member selection process and orientation of new members
- Drafting updates to the ISAC on behalf of the Chair.
- Providing administrative support for the work of the Fellowship Review Team.

Estimated Number of Meetings & Time Commitment

It is recommended that the Fellowship Review Team meets approximately two times per year, virtually. The approximate yearly time commitment is 12-20 hours during the year, primarily July-September.

Confidentiality & Conflict of Interest

- All volunteers are required to complete and sign copyright assignment and confidentiality agreements, and conflict of interest disclosure forms prior to beginning work on any NAHQ projects and/or commissions and teams.
- Conflict of interest will be disclosed at the beginning of each year, and subsequently should be disclosed throughout the year if additional conflicts arise.
- All work conducted on behalf of NAHQ through a project and/or work on a commission or team, shall be deemed “work made for hire” (as defined by the federal Copyright Act, 17 U.S.C. Section 101 et seq.) and therefore NAHQ shall be the author of the work product and shall be the exclusive owner of all copyright, title, and interest in and to the work.
- A variety of confidential information will be shared with volunteers throughout the course of their engagement with NAHQ. All information, data, meetings, discussion, deliberations and decisions, and all materials provided in connection with the volunteer engagements that is known to be or reasonably should be known to be confidential, shall be maintained confidentially.