



American College of
Healthcare Executives
for leaders who care®

ACHE Healthcare Executive

Competencies Assessment Tool 2010

The American College of Healthcare Executives (ACHE) Healthcare Executive Competencies Assessment Tool is offered as an instrument for healthcare executives to use in assessing their expertise in critical areas of healthcare management. We trust you will find this third edition of the assessment tool useful. ACHE plans to update it annually to continually improve its value to you.

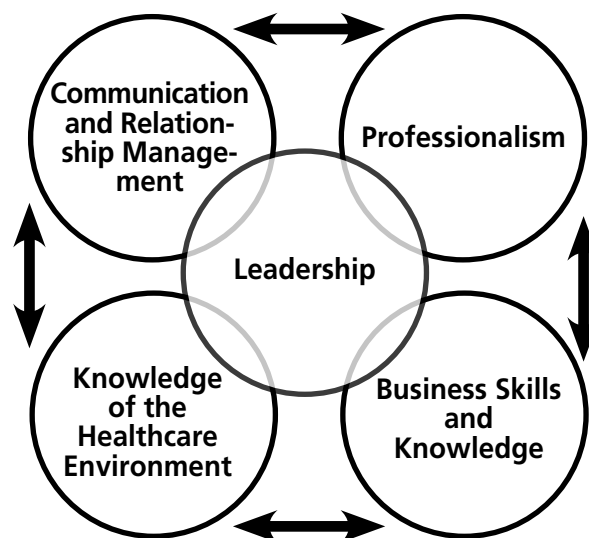
The competencies are derived from the Healthcare Leadership Alliance* (HLA) Competency Directory (www.healthcareleadershipalliance.org). The competencies in this self-assessment tool comprise a subset relevant to management and leadership tasks typically performed by affiliates of the American College of Healthcare Executives, regardless of work setting or years of experience.

The self-assessment is designed to help you identify areas of strength as well as areas you may wish to include in your personal development plan. You may choose to have your immediate supervisor use the tool to assess you, and then compare results from your own self-assessment with perceptions of your supervisor. Used in such a manner, the competency self-assessment can be a powerful tool in facilitating feedback about gaps in skills necessary for optimizing performance.

Healthcare organizations also may choose to use this assessment tool and the components of the HLA Competency Directory to better define the requirements of specific roles within the organization. Once defined, the organization then can respond with a targeted training and development plan for those roles. Certain tasks also may require teams with a blend of strengths, and the self-assessment tool can be used to compose an ideal skill mix among such teams. As pointed out by Andrew N. Garman, PsyD and Matthew P. Johnson of Rush University, “Competency definitions can also create a path to a portfolio of strategic human resources management practices, including targeted recruiting, pre-screening, using balanced scorecard, identifying career ladders, and talent management/succession planning” (*Journal of Healthcare Management*, January/February, 2006).

*In addition to the American College of Healthcare Executives, other members of the Healthcare Leadership Alliance (HLA) are: American College of Physician Executives, American Organization of Nurse Executives, Healthcare Financial Management Association, Healthcare Information and Management Systems Society, and the Medical Group Management Association.

Within the HLA Competency Directory, the competencies are categorized into five critical domains: Communication and Relationship Management, Leadership, Professionalism, Knowledge of the Healthcare Environment and Business Skills and Knowledge. The definitions for the domains are as follows:



1. Communication and Relationship Management

The ability to communicate clearly and concisely with internal and external customers, establish and maintain relationships, and facilitate constructive interactions with individuals and groups.

2. Leadership

The ability to inspire individual and organizational excellence, create a shared vision and successfully manage change to attain the organization’s strategic ends and successful performance. According to the HLA model, leadership intersects with each of the other four domains.

3. Professionalism

The ability to align personal and organizational conduct with ethical and professional standards that include a responsibility to the patient and community, a service orientation, and a commitment to lifelong learning and improvement.

4. Knowledge of the Healthcare Environment

The understanding of the healthcare system and the environment in which healthcare managers and providers function.

5. Business Skills and Knowledge

The ability to apply business principles, including systems thinking, to the healthcare environment.

Healthcare executives should demonstrate competence in aspects of all five domain areas. As you work your way through the self-assessment tool, we hope you will find it valuable and that it helps you along the path of lifelong professional education as you face the ongoing challenges of leadership. We also hope you will share it with other healthcare executives, and we have made it available as a PDF document at ache.org/Careers.

1. Communication and Relationship Management includes:

- A. Relationship Management
- B. Communication Skills
- C. Facilitation and Negotiation

2. Leadership includes:

- A. Leadership Skills and Behavior
- B. Organizational Climate and Culture
- C. Communicating Vision
- D. Manage Change

3. Professionalism includes:

- A. Personal and Professional Accountability
- B. Professional Development and Lifelong Learning
- C. Contributions to the Community and Profession

4. Knowledge of the Healthcare Environment includes:

- A. Healthcare Systems and Organizations
- B. Healthcare Personnel
- C. The Patient's Perspective
- D. The Community and the Environment

5. Business Skills and Knowledge include:

- A. General Management
- B. Financial Management
- C. Human Resource Management
- D. Organizational Dynamics and Governance
- E. Strategic Planning and Marketing
- F. Information Management
- G. Risk Management
- H. Quality Improvement

Healthcare Executive Competencies

	Competency Level				
	Novice		Competent		Expert
1. Communication and Relationship Management					
<i>A. Relationship Management</i>					
• Organizational structure and relationships	1	2	3	4	5
• Build collaborative relationships	1	2	3	4	5
• Demonstrate effective interpersonal relations	1	2	3	4	5
• Develop and maintain medical staff relationships	1	2	3	4	5
• Develop and maintain relationships with suppliers	1	2	3	4	5
• Identify stakeholder needs/expectations	1	2	3	4	5
• Provide internal customer service	1	2	3	4	5
• Practice and value shared decision making	1	2	3	4	5
Readings: 5, 6, 8, 21, 32					
Programs: 9, 10, 11, 21, 30, 37, 39, 47					
Leadership Assessments: 1, 3, 4					
Self-Study Courses: 1, 3, 23					
<i>B. Communication Skills</i>					
• Public relations	1	2	3	4	5
• Principles of communication and their specific applications	1	2	3	4	5
• Sensitivity to what is correct behavior when communicating with diverse cultures, internal and external	1	2	3	4	5
• Communicate organizational mission, vision, objectives and priorities	1	2	3	4	5
• Identify and utilize human and technical resources to develop and deliver communications	1	2	3	4	5

	Competency Level				
	Novice		Competent		Expert
• Prepare and deliver business communications including meeting agendas, presentations, business reports and project communications plans	1	2	3	4	5
• Present results of data analysis to decision makers	1	2	3	4	5
• Provide and receive constructive feedback	1	2	3	4	5
• Use factual data to produce and deliver credible and understandable reports	1	2	3	4	5

Readings: 6, 8, 21

Programs: 1, 9, 30

Self-Study Courses: 1, 3, 4, 20

C. Facilitation Skills

• Mediation, negotiation and dispute resolution techniques	1	2	3	4	5
• Team building techniques	1	2	3	4	5
• Labor relation strategies	1	2	3	4	5
• Build effective physician and administrator leadership teams	1	2	3	4	5
• Create, participate in and lead teams	1	2	3	4	5
• Facilitate conflict and alternative dispute resolution	1	2	3	4	5
• Facilitate group dynamics, process, meetings and discussions	1	2	3	4	5

Readings: 5, 6, 8, 32, 44

Programs: 1, 7, 17, 21, 30, 37, 40, 47

Leadership Assessments: 3

Self-Study Courses: 1, 3, 23

Healthcare Executive Competencies

	Competency Level				
	Novice		Competent		Expert
2. Leadership					
<i>A. Leadership Skills and Behavior</i>	1	2	3	4	5
• Leadership styles/techniques	1	2	3	4	5
• Leadership theory and situational applications	1	2	3	4	5
• Potential impacts and consequences of decision making in situations both internal and external	1	2	3	4	5
• Adhere to legal and regulatory standards	1	2	3	4	5
• Champion solutions and encourage decision making	1	2	3	4	5
• Develop external relationships	1	2	3	4	5
• Incorporate and apply management techniques and theories into leadership activities	1	2	3	4	5
• Foster an environment of mutual trust	1	2	3	4	5
• Support and mentor high-potential talent within the organization	1	2	3	4	5
• Advocate and participate in healthcare policy initiatives	1	2	3	4	5
Readings: 11, 13, 16, 20, 22, 35, 36, 37, 39					
Programs: 11, 13, 14, 23, 24, 30					
Leadership Assessments: 1, 5, 6					
Self-Study Courses: 2, 3, 5, 6, 13, 14					
<i>B. Organizational Climate and Culture</i>					
• Create an organizational climate that encourages teamwork	1	2	3	4	5
• Create an organizational culture that values and supports diversity	1	2	3	4	5
• Assess the organization including corporate values and culture; business processes and impact of systems on operations	1	2	3	4	5
Readings: 8, 16, 36					
Programs: 9, 11, 13, 23, 24					
Self-Study Courses: 5, 13, 14					
Other: 3					

Competency Level

Novice Competent Expert

C. Communicating Vision

• Establish a compelling organizational vision and goals	1	2	3	4	5
• Create an organizational climate that facilitates individual motivation	1	2	3	4	5
• Encourage a high level of commitment to the purpose and values of the organization	1	2	3	4	5
• Hold self and others accountable for organizational goal attainment	1	2	3	4	5
• Gain physician buy-in to accept risk and support new business ventures	1	2	3	4	5

Readings: 22, 36, 37, 39

Programs: 9, 13, 14, 23, 24

Leadership Assessment: 6

Self-Study Courses: 5, 13, 14

D. Managing Change

• Promote and manage change	1	2	3	4	5
• Explore opportunities for the growth and development of the organization on a continuous basis	1	2	3	4	5
• Promote continuous organizational learning/improvement	1	2	3	4	5
• Anticipate and plan strategies for overcoming obstacles	1	2	3	4	5
• Anticipate the need for resources to carry out initiatives	1	2	3	4	5
• Develop effective medical staff relationships in support of the organization's mission, vision and strategic plan	1	2	3	4	5

Readings: 11, 13, 17, 20, 22, 36, 37, 39, 60

Programs: 10, 13, 14, 23, 26, 32, 33

Leadership Assessment: 4, 5, 6

Self-Study Courses: 3, 6, 13, 14

Healthcare Executive Competencies

	Competency Level				
	Novice		Competent		Expert
3. Professionalism					
<i>A. Personal and Professional Accountability</i>					
• Patients rights and responsibilities	1	2	3	4	5
• Ethics committee's roles, structure and functions	1	2	3	4	5
• Consequences of unethical actions	1	2	3	4	5
• Organizational business and personal ethics	1	2	3	4	5
• Cultural and spiritual diversity for patients and staff as they relate to healthcare needs	1	2	3	4	5
• Conflict of interest situations as defined by organizational bylaws, policies and procedures	1	2	3	4	5
• Professional roles, responsibility and accountability	1	2	3	4	5
• Professional standards and codes of ethical behavior	1	2	3	4	5
• Balance professional and personal pursuits	1	2	3	4	5
• Uphold and act upon ethical and professional standards	1	2	3	4	5
• Adhere to ethical business principles	1	2	3	4	5
Readings: 10, 41, 58					
Programs: 7, 22, 31					
Self-Study Courses: 16					
Other: 2, 4, 5, 6, 9					
<i>B. Professional Development and Lifelong Learning</i>					
• Professional norms and behaviors	1	2	3	4	5
• Professional societies and memberships	1	2	3	4	5
• Contribute to professional knowledge and evidence	1	2	3	4	5

	Competency Level				
	Novice		Competent		Expert
• Time and stress management techniques	1	2	3	4	5
• Conduct self assessments	1	2	3	4	5
• Network with colleagues	1	2	3	4	5
• Participate in continuing education and career planning	1	2	3	4	5
• Acquire and stay current with the professional body of knowledge	1	2	3	4	5

Readings: 20

Programs: 23, 35

Leadership Assessments: 2, 4

C. Contributions to the Community and Profession

• Ethical implications of human-subject research	1	2	3	4	5
• Serve as the ethical guide for the organization	1	2	3	4	5
• Practice due diligence to carry out fiduciary responsibilities	1	2	3	4	5
• Mentor, advise and coach	1	2	3	4	5
• Advocate for patients, families and communities	1	2	3	4	5
• Advocate with physicians for the importance of hiring professionally trained and certified administrators and supporting their professional development	1	2	3	4	5
• Participate in community service	1	2	3	4	5

Readings: 2, 40, 41, 42

Programs: 11, 12

Self-Study Courses: 3, 16, 21

Other: 8

Healthcare Executive Competencies

	Competency Level				
	Novice		Competent		Expert
4. Knowledge of the Healthcare Environment					
<i>A. Healthcare Systems and Organizations</i>					
• Healthcare and medical terminology	1	2	3	4	5
• Managed care models, structures and environment	1	2	3	4	5
• The interdependency, integration and competition among healthcare sectors	1	2	3	4	5
• Evidence-based management practice	1	2	3	4	5
• Healthcare economics	1	2	3	4	5
• The interrelationships among access, quality, cost, resource allocation, accountability and community	1	2	3	4	5
• Funding and payment mechanisms of the healthcare system	1	2	3	4	5
Readings: 12, 21, 26, 29					
Programs: 32, 38, 45					
Self-Study Courses: 3, 7					
<i>B. Healthcare personnel</i>					
• Ancillary Services	1	2	3	4	5
• Physician roles	1	2	3	4	5
• The healthcare sectors	1	2	3	4	5
• Staff perspective in organizational settings	1	2	3	4	5
• Nurse and allied health professionals' scope of practice	1	2	3	4	5
• Support services	1	2	3	4	5
• Role of nonclinical professionals in the healthcare system	1	2	3	4	5

	Competency Level				
	Novice		Competent		Expert
• Educational funding for healthcare personnel	1	2	3	4	5
• Work force issues	1	2	3	4	5
Readings: 21, 59					
Programs: 10, 17, 28					
Self-Study Courses: 3, 9					
<i>C. The Patient's Perspective</i>					
• The patient perspective (e.g., cultural differences, expectations)	1	2	3	4	5
Readings: 47, 51, 55					
Programs: 10, 27					
<i>D. The Community and the Environment</i>					
• Socioeconomic environment in which the organization functions	1	2	3	4	5
• Healthcare trends	1	2	3	4	5
• Implications of community standards of care	1	2	3	4	5
• Healthcare technological research and advancements	1	2	3	4	5
• Organization and delivery of healthcare	1	2	3	4	5
• Community standards of care	1	2	3	4	5
• Corporate compliance laws and regulations	1	2	3	4	5
• Regulatory and administrative environment in which the organization functions	1	2	3	4	5
• Governmental, regulatory, professional and accreditation agencies	1	2	3	4	5
• Legislative issues and advocacy	1	2	3	4	5
Readings: 9, 10, 12, 17, 30, 61					
Programs: 12, 18, 19, 26, 28					
Self-Study Courses: 3, 21					
Other: 9					

Healthcare Executive Competencies

	Competency Level				
	Novice		Competent		Expert
5. Business Skills and Knowledge					
<i>A. General Management</i>					
• Ability to analyze and evaluate information to support a decision or recommendation	1	2	3	4	5
• Ability to distinguish relevant from irrelevant information	1	2	3	4	5
• Ability to integrate information from various sources to make decisions or recommendations	1	2	3	4	5
• Collect and analyze data from internal and external sources relevant to each situation	1	2	3	4	5
• Basic business contracts	1	2	3	4	5
• Techniques for business plan development, implementation and assessment	1	2	3	4	5
• Principles of public affairs and community relations	1	2	3	4	5
• The functions of organizational policies and procedures	1	2	3	4	5
• Analyze the current way of doing business and clinical processes	1	2	3	4	5
• Anticipate cause and effect relationships	1	2	3	4	5
• Conduct needs analysis, identify and prioritize requirements	1	2	3	4	5
• Define the problem or opportunities	1	2	3	4	5
• Discriminate between important and unimportant aspects of business and clinical situations as a basis for sound decision making	1	2	3	4	5
• Identify alternate processes and potential solutions	1	2	3	4	5
• Promote and apply problem-solving philosophies	1	2	3	4	5
• Utilize comparative analysis strategies	1	2	3	4	5

	Competency Level				
	Novice		Competent		Expert
• Demonstrate critical thinking and analysis	1	2	3	4	5
• Prioritize or triage as necessary to ensure critical functions are repaired, maintained or enhanced	1	2	3	4	5
• Broad systems connections—potential impacts and consequences of decisions in a wide variety of situations both internal and external	1	2	3	4	5
• Systems theory	1	2	3	4	5
• Systems thinking	1	2	3	4	5
• Champion systems thinking	1	2	3	4	5
• Identify how a system design accommodates business processes	1	2	3	4	5
• Seek information from a variety of sources	1	2	3	4	5
• Evidence-based practice	1	2	3	4	5
• Facilities planning	1	2	3	4	5
• Inventory control systems	1	2	3	4	5
• Project management	1	2	3	4	5
• Purchasing procurement	1	2	3	4	5
• Develop work plans	1	2	3	4	5
• Perform audits of systems and operations	1	2	3	4	5
• Asset management, including investments, equipment, etc.	1	2	3	4	5
• Management functions	1	2	3	4	5
• Assess organizational perception of systems effectiveness and departmental effectiveness	1	2	3	4	5

Competency Level

Novice Competent Expert

• Develop requests-for-information and requests-for-proposals	1	2	3	4	5
• Manage vendor contracts	1	2	3	4	5
• Measure quantitative dimensions of systems and departmental effectiveness	1	2	3	4	5
• Organize and manage the human and physical resources of the organization to achieve input, buy-in and optimal performance	1	2	3	4	5

Readings: 11, 12, 17, 21, 24, 26, 33, 35, 37, 40, 45, 55, 59, 60, 61

Programs: 1, 3, 4, 15, 17, 20, 31, 41, 43, 44, 48

Leadership Assessments: 1, 2

Self-Study Courses: 3, 11, 15, 22

B. Financial Management

• Basic accounting principles	1	2	3	4	5
• Financial management and analysis principles	1	2	3	4	5
• Financial planning methodologies	1	2	3	4	5
• Financial statements	1	2	3	4	5
• Outcomes measures and management	1	2	3	4	5
• Reimbursement principles, ramifications and techniques including rate setting and contracts	1	2	3	4	5
• Principles of operating, project and capital budgeting	1	2	3	4	5
• Fundamental productivity measures	1	2	3	4	5
• Financial controls and auditing principles	1	2	3	4	5
• Capital funding sources	1	2	3	4	5
• Revenue generation	1	2	3	4	5
• Asset management, including facilities, equipment, etc.	1	2	3	4	5

	Competency Level				
	Novice		Competent		Expert
• Analyze financial reward versus risk	1	2	3	4	5
• Apply financial planning methodologies to organizational objectives	1	2	3	4	5
• Develop accounting and financial control systems	1	2	3	4	5
• Develop and use performance monitoring metrics	1	2	3	4	5
• Develop coding and reimbursement policies and procedures	1	2	3	4	5
• Establish business relationships with financial advisors	1	2	3	4	5
• Maintain compliance with tax laws and filing procedures	1	2	3	4	5
• Negotiate third-party contracts	1	2	3	4	5
• Provide stewardship of financial resources	1	2	3	4	5

Readings: 4, 15, 17, 21, 23, 25, 29, 33, 48, 53

Programs: 3, 4, 6, 8, 16, 36, 48

Self-Study Courses: 8, 19

C. Human Resource Management

• Human resources laws and regulations	1	2	3	4	5
• Performance management systems	1	2	3	4	5
• Recruitment and retention techniques	1	2	3	4	5
• Selection techniques	1	2	3	4	5
• Labor relations strategies and tactics	1	2	3	4	5
• Staffing methodologies and productivity management	1	2	3	4	5
• Employee satisfaction measurement and improvement techniques	1	2	3	4	5

	Competency Level				
	Novice		Competent		Expert
• Employee motivational techniques	1	2	3	4	5
• Compensation and benefits practices	1	2	3	4	5
• Worker safety, security and employee health issues	1	2	3	4	5
• Conflict resolution and grievance procedures	1	2	3	4	5
• Organizational policies and procedures and their functions	1	2	3	4	5
• The need for and/or desirability of outsourcing	1	2	3	4	5
• The varying work environments in which staff work	1	2	3	4	5
• Define staff roles, responsibilities and job descriptions	1	2	3	4	5
• Manage departmental personnel processes, including performance appraisals; incentives; staff recruitment, selection, and retention; training and education; coaching and mentoring	1	2	3	4	5
• Job classification systems	1	2	3	4	5
• Develop and implement policies and procedures with physicians to address physician behavioral and burnout issues	1	2	3	4	5
• Develop and manage employee performance management system	1	2	3	4	5
• Develop effective physician recruitment and retention programs	1	2	3	4	5
• Develop employee benefit and assistance plans	1	2	3	4	5
• Engage in work force planning	1	2	3	4	5
• Evaluate and manage employee efficiency and productivity	1	2	3	4	5

Readings: 5, 10, 30, 31, 40, 59

Programs: 7, 42

Self-Study Courses: 4, 9, 12

	Competency Level				
	Novice		Competent		Expert
<i>D. Organizational Dynamics and Governance</i>					
• Organization systems theories and structures	1	2	3	4	5
• How an organization's culture impacts its effectiveness	1	2	3	4	5
• Governance theory	1	2	3	4	5
• Governance structure	1	2	3	4	5
• Medical staff structure and its relationship to the governing body and facility operation	1	2	3	4	5
• Public policy matters and legislative and advocacy processes	1	2	3	4	5
• Organizational dynamics, political realities and culture	1	2	3	4	5
• Principles and practices of management and organizational behavior	1	2	3	4	5
• Build trust and cooperation between/among stakeholders	1	2	3	4	5
• Construct and maintain governance systems	1	2	3	4	5
• Document and implement policies and procedures	1	2	3	4	5
• Evaluate and improve governing bylaws, policies and processes	1	2	3	4	5
• Facilitate physician understanding and acceptance of good business management	1	2	3	4	5
• Manage the performance of subsystems in a manner that optimizes the whole synergy	1	2	3	4	5
• Interpret and integrate federal, state and local regulations/laws	1	2	3	4	5

Readings: 9, 19, 46, 49

Programs: 2

Self-Study Courses: 7, 18

Other: 8, 9

	Competency Level				
	Novice		Competent		Expert
<i>E. Strategic Planning and Marketing</i>					
• Business plan development and implementation process	1	2	3	4	5
• Business planning including business case and exit strategy development	1	2	3	4	5
• Evaluate whether a proposed solution aligns with the organizational business plan	1	2	3	4	5
• Marketing principles and tools	1	2	3	4	5
• Marketing plan development	1	2	3	4	5
• Manage projects and/or resources	1	2	3	4	5
• Healthcare system services	1	2	3	4	5
• Implementation planning	1	2	3	4	5
• Crisis and disaster planning	1	2	3	4	5
• Characteristics of strategic decision support	1	2	3	4	5
• Strategic planning processes development and implementation	1	2	3	4	5
• Develop and monitor departmental strategic and tactical objectives	1	2	3	4	5
• Develop a benefits realization model that measures product or service performance to assure that strategic goals are met	1	2	3	4	5
• Organizational mission, vision, objectives and priorities	1	2	3	4	5
• Plan for business continuance in the face of potential disasters that could disrupt service delivery	1	2	3	4	5
• Pursuing and establishing partnerships and strategic alliances	1	2	3	4	5

Readings: 1, 9, 17, 28, 30, 42, 43, 45, 50, 56

Programs: 20, 25, 38, 45, 46

Self-Study Courses: 10, 11, 16, 17

	Competency Level				
	Novice	2	Competent	4	Expert
<i>F. Information Management</i>					
• Application software	1	2	3	4	5
• Characteristics of administrative systems/programs	1	2	3	4	5
• Characteristics of clinical systems/programs	1	2	3	4	5
• Confidentiality principles and laws	1	2	3	4	5
• Data analysis including manipulation, understanding of and ability to explain data	1	2	3	4	5
• Electronic education and information resources and systems	1	2	3	4	5
• Health informatics	1	2	3	4	5
• Information systems continuity	1	2	3	4	5
• Information systems planning and implementation	1	2	3	4	5
• Technology trends and clinical applications	1	2	3	4	5
• IT systems selection criteria and review	1	2	3	4	5
• Principles of database and file management	1	2	3	4	5
• Technology privacy, confidentiality and security requirements	1	2	3	4	5
• Role and function of information technology in operations	1	2	3	4	5
• Testing and evaluation activities of IT systems	1	2	3	4	5
• Information systems continuity	1	2	3	4	5
• Analyze problem reports for trends	1	2	3	4	5
• Conduct demonstrations, evaluate and select healthcare IT systems	1	2	3	4	5

	Competency Level				
	Novice		Competent		Expert
• Ensure accuracy and integrity of data	1	2	3	4	5
• Compatibility of software, hardware and network components to facilitate business operations	1	2	3	4	5
• Ensure staff is trained to use information systems	1	2	3	4	5
• Evaluate results of a system security/privacy effectiveness assessment	1	2	3	4	5
• Integrate IT systems that support decision making	1	2	3	4	5
• Link the information technology plan to the business plan	1	2	3	4	5
• Monitor IT systems sustainability, reliability and maintainability	1	2	3	4	5
• Monitor and adjust IT system capacity	1	2	3	4	5
• Recommend policies and procedures for information systems management	1	2	3	4	5

Readings: 3, 14, 17, 54

Programs: 15

Self-Study Courses: 22

G. Risk Management

• Risk management principles and programs	1	2	3	4	5
• Confidentiality principles and laws	1	2	3	4	5
• Corporate compliance laws and regulations	1	2	3	4	5
• Medicare/Medicaid/third-party payment regulations	1	2	3	4	5
• Inspection and accrediting standards, regulations and organizations	1	2	3	4	5

	Competency Level				
	Novice		Competent		Expert
• Patients rights, laws and regulations	1	2	3	4	5
• Compliance with regulatory agencies and tax status requirements	1	2	3	4	5
• Contingency planning	1	2	3	4	5
• Corporate history and record-keeping procedures	1	2	3	4	5
• Credentialing, medical malpractice and professional liability	1	2	3	4	5
• Personnel and property security plans and policies	1	2	3	4	5
• Professional resource networks for risk-related activities	1	2	3	4	5
• Risk assessments and analyses	1	2	3	4	5
• Risk mitigation	1	2	3	4	5
• Risks related to personnel management	1	2	3	4	5
• Risks related to quality management and patient safety	1	2	3	4	5
• Conflict resolution and grievance procedures	1	2	3	4	5
• Establish patient, staff and organizational confidentiality policies	1	2	3	4	5
• Maintain compliance with government contractual mandates	1	2	3	4	5
• Plan for business continuance in the face of potential disasters that could disrupt service delivery	1	2	3	4	5

Readings: 1, 5, 10, 27, 34, 38, 52

Programs: 1

Self-Study Courses: 20

H. Quality Improvement

- Benchmarking techniques
- Medical staff peer review

	Competency Level				
	Novice		Competent		Expert
• Clinical methodologies	1	2	3	4	5
• Utilization review and management regulations	1	2	3	4	5
• Clinical pathways and disease management	1	2	3	4	5
• National quality initiatives including patient safety	1	2	3	4	5
• Customer satisfaction principles and tools	1	2	3	4	5
• Data collection, measurement and analysis tools and techniques	1	2	3	4	5
• Patient communication systems	1	2	3	4	5
• Quality improvement theories and frameworks	1	2	3	4	5
• Quality planning and management	1	2	3	4	5
• Training and certification	1	2	3	4	5
• Develop and implement performance and process improvement programs	1	2	3	4	5
• Develop and implement quality assurance and patient satisfaction programs	1	2	3	4	5
• Develop clinical pathway structure and function	1	2	3	4	5

Readings: 1, 18, 27, 35, 38, 40, 52, 57

Programs: 6, 7, 41

Self-Study Courses: 6, 20, 22

ACHE Resource Listings

Readings:

1. Achieving Safe and Reliable Healthcare: Strategies and Solutions by Michael Leonard, MD; Allan Frankel, MD; Terri Simmonds, RN, CPHQ; with Kathleen Vega; Forewords by Lucian Leape, MD, and Donald M. Berwick, MD
2. Achieving Success Through Community Leadership by Peter A. Weil, PhD, FACHE; Richard J. Bogue, PhD; and Reed L. Morton, PhD, FACHE
3. Austin and Boxerman's Information Systems for Healthcare Management, Seventh Edition by Gerald L. Glandon, PhD; Detlev H. Smaltz, PhD, FACHE, FHIMSS; and Donna J. Slovensky, PhD, RHIA, FAHIMA
4. Best Practice Financial Management: Six Key Concepts for Healthcare Leaders, Third Edition by Kenneth Kaufman
5. Better Communication for Better Care: Mastering Physician-Administrator Collaboration by Kenneth H. Cohn, MD, FACS
6. Beyond Persuasion: The Healthcare Manager's Guide to Strategic Communication by Patricia J. Parsons
7. Beyond the Gift Shop: Boost Revenue, Your Brand and Patient Satisfaction with Strategic Healthcare Retail by Mindy Thompson-Banko
8. Collaborate for Success: Breakthrough Strategies for Engaging Physicians, Nurses, and Hospital Executives by Kenneth H. Cohn, MD, FACS
9. Consumer-Directed Healthcare and Its Implications for Providers by Robert S. Bonney, JD, FACHE
10. Contemporary Issues in Healthcare Law and Ethics, Third Edition by Dean M. Harris, JD
11. Decision Making for Improved Performance by Ken E. Mack, FACHE; Mary Ann Crawford, PhD, RN; and Mary C. Reed
12. The Economics of Health Reconsidered, Third Edition by Thomas Rice, PhD; and Lynn Unruh, PhD, RN
13. Exceptional Leadership: 16 Critical Competencies for Healthcare Executives by Carson F. Dye, FACHE, and Andrew N. Garman, PsyD
14. The Executive's Guide to Electronic Health Records by Detlev H. Smaltz, PhD, FACHE, FHIMSS, and Eta S. Berner, EdD, FACMI, FHIMSS
15. The Financial Management of Hospitals and Healthcare Organizations, Fourth Edition by Michael Nowicki, EdD, FACHE, FHFMA
16. Followership: A Practical Guide to Aligning Leaders and Followers by Tom Atchison, EdD
17. Futurescan 2009: Healthcare Trends and Implications 2009-2014 by The Society for Healthcare Strategy & Market Development
18. Going Lean: Busting Barriers to Patient Flow by Amy C. Smith; Robert Barry, PhD; and Clifford E. Brubaker, PhD
19. The Governance Factor: 33 Keys to Success in Healthcare by Errol L. Biggs, PhD, FACHE
20. Growing Leaders in Healthcare: Lessons from the Corporate World by Brett D. Lee, PhD, FACHE; and James W. Herring, PhD
21. Haimann's Healthcare Management, Eighth Edition by Rose T. Dunn, CPA, FACHE, FHFMA
22. The Healthcare C-Suite: Leadership Development at the Top by Andrew N. Garman, PsyD; and Carson F. Dye, FACHE
23. The Healthcare Executive's Guide to Allocating Capital by Jason H. Sussman, CPA
24. Healthcare Facility Planning: Thinking Strategically by Cynthia Hayward, FAAHC
25. Healthcare Finance: An Introduction to Accounting and Financial Management, Fourth Edition by Louis C. Gapenski, PhD
26. Healthcare Operations Management by Daniel B. McLaughlin and Julie M. Hays, PhD
27. The Healthcare Quality Book: Vision, Strategy, Tools, Second Edition by Elizabeth R. Ransom, MD; Maulik S. Joshi, DrPH; David B. Nash, MD; and Scott B. Ransom, DO, FACHE, Editors
28. Healthcare Strategic Planning, Second Edition by Alan M. Zuckerman, FACHE, FAAHC
29. Health Insurance by Michael A. Morrissey, PhD
30. Health Policy Issues: An Economic Perspective, Fourth Edition by Paul J. Feldstein, PhD
31. Human Resources in Healthcare: Managing for Success, Third Edition by Bruce J. Fried, PhD; and Myron D. Fottler, PhD, Editors
32. Inside the Physician Mind: Finding Common Ground with Doctors- by Joseph S. Bujak, MD, FACP
33. Launching a Healthcare Capital Project by John E. Kemper
34. The Law of Healthcare Administration, Fifth Edition by J. Stuart Showalter, JD
35. Leadership for Smooth Patient Flow by Kirk B. Jensen, MD, FACEP; Thom A. Mayer, MD, FACEP, FAAP; Shari J. Welch, MD, FACEP; and Carol Haraden, PhD, FACEP
36. Leadership's Deeper Dimensions: Building Blocks to Superior Performance by Tom A. Atchison, EdD
37. Leading Healthcare Cultures: How Human Capital Drives Financial Performance by Tom A. Atchison, EdD; and Greg Carlson, PhD
38. Leading a Patient-Safe Organization by Matthew J. Lambert III, MD, FACHE
39. Leading Others, Managing Yourself by Peter McGinn, PhD
40. Leading Your Healthcare Organization to Excellence: A Guide to Using the Baldrige Criteria by Patrice L. Spath
41. Managing Ethically: An Executive's Guide by Paul B. Hofmann, DrPH, FACHE; and William A. Nelson, PhD
42. Managing Word of Mouth for Leadership Success: Connecting Healthcare Strategy and Reputation by Michael E. Cafferky, PhD, FACHE
43. Marketing Matters: A Guide for Healthcare Executives by Richard K. Thomas, PhD and Michael Calhoun
44. Mastering the Negotiation Process: A Practical Guide for the Healthcare Executive by Christopher L. Laubach
45. Optimize Your Healthcare Supply Chain Performance: A Strategic Approach by Gerald R. Ledlow, PhD, FACHE; Allison P. Corry; and Mark A. Cwiek, JD, FACHE
46. Partnership of Equals: Practical Strategies for Hospital CEOs and Their Boards by Peter McGinn, PhD

47. Patient Satisfaction: Understanding and Managing the Experience of Care, Second Edition by Irwin Press, PhD
48. The Power of Clinical and Financial Metrics: Achieving Success in Your Hospital by Steven Berger, CPA, FACHE, FHFMA
49. Practical Governance by J. Larry Tyler, FACHE, FAAHC; and Errol L. Biggs, PhD, FACHE
50. The Primary Care-Market Share Connection: How Hospitals Achieve Competitive Advantage by Marc D. Halley
51. Reinventing the Patient Experience: Strategies for Hospital Leaders by Jon B. Christianson, PhD; Michael D. Finch, PhD; Barbara Findlay, RN; Wayne B. Jonas, MD; and Christine Goertz Choate, DC, PhD
52. The Six Sigma Book for Healthcare: Improving Outcomes by Reducing Errors by Robert Barry, PhD; Amy Murcko, APRN; and Clifford E. Brubaker, PhD
53. Strategic Cost Reduction: Leading Your Hospital to Success by Michael E. Rindler
54. Strategic Management of Information Systems in Healthcare by Gordon D. Brown, PhD; Tamara T. Stone, PhD; and Timothy B. Patrick, PhD
55. 10 Powerful Ideas for Improving Patient Care (Books 1-4) by James L. Reinertsen, MD; Wim Schellekens, MD; Maureen A. Bisognano; Paul E. Plsek; Robert C. Lloyd, PhD; James Conway and Dan Schummers (various authors)
56. Terrorism and Disaster Management: Preparing Healthcare Leaders for the New Reality by K. Joanne McGlown, PhD, RN, FACHE
57. The Toyota Way to Healthcare Excellence: Increase Efficiency and Improve Quality with Lean by John Black with David Miller
58. The Tracks We Leave: Ethics in Healthcare Management by Frankie Perry, RN, FACHE(R)
59. The Well-Managed Healthcare Organization, Sixth Edition by John R. Griffith, FACHE; and Kenneth R. White, PhD, FACHE
60. What Top-Performing Healthcare Organizations Know: 7 Proven Steps for Accelerating and Achieving Change by Greg Butler; and Chip Caldwell, FACHE
61. World Health Systems: Challenges and Perspectives by Bruce J. Fried, PhD; and Laura M. Gaydos, PhD

Programs:

1. Accelerating Decision Making: Improve Performance and Reduce Conflict
2. Achieving a Strategic Partnership With Your Board: Thrive in the Midst of Accountability
3. Achieving On-Time, On-Budget Projects
4. Achieving Results From Growth Strategies: From Ideas to Implementation
5. Advanced Topics in Hospital Financial Management
6. Aggressively Improve Cost, Quality and Throughput
7. Alternative Dispute Resolution and the Most Effective Use of Legal Services
8. Are Medical Groups in Your Portfolio? Critical Factors to Manage Your Investment
9. The Art of Building Relationships for Successful Teams and Partnerships
10. Beyond the Silver Bullet: Ensuring Patient and Employee Satisfaction
11. Coach, Challenge, Lead: Developing an Indispensable Management Team
12. Community Benefit Reporting, IRS Form 990 and the Mission of Nonprofit Healthcare
13. Comprehensive Leadership for Senior-Level Executives
14. The Courage to Lead: Critical Skills for Healthcare Leaders
15. Creating and Leading Error-Free Management Systems
16. Critical Financial Skills for Hospital Success
17. Developing Proactive Physician Alignment and Employment Practices
18. Elements of a Population-Based Community Health Status Assessment (Online Seminar)
19. Emerging Trends in Healthcare: New Leadership for Real Challenges
20. Enhancing Your Ability to Think Strategically: The Skill That Differentiates the Best Leaders
21. Ensuring Success of New Members of Your Management Team
22. Ethical Strategies for Confronting Clinical, Financial and Legal Imperatives in Healthcare
23. Exceptional Leadership (Online Seminar)
24. Executive Leadership Development Program
25. Four Key Marketing Strategies to Increase Revenue
26. Hospital of the Future: Strategies for Disruptive Change
27. Improving the Patient Experience to Build Customer Loyalty
28. Integration vs. Competition: The Future of Hospital-Physician Relations
29. Leaders Conference
30. Leadership Persuasion Skills: Getting the Results You Want
31. Management Mistakes, Moral Dilemmas and Lessons Learned (Online Seminar)
32. Managing Change: Thriving in the 21st Century
33. Managing Conflict, Confrontations and Disputes
34. Managing Healthcare Facility Design and Construction Programs
35. Managing Stress: The Key to Enhancing Productivity and Retention

36. Moving Beyond Financial Survival: Redefining Your Revenue Cycle to Achieve Superior Results
37. Physician Partnering: Conversations With Successful CEOs
38. Possibilities, Probabilities and Creative Solutions: Breakthrough Thinking for Complex Environments
39. Practical Strategies for Engaging Physicians
40. Process and Technique of Negotiating
41. Process Improvement Today (Online Seminar)
42. A Review of Health Law (Online Seminar)
43. Secrets of Great Healthcare Organizations in Leading Change
44. Service Line Management: Creating a Strategy That Fits Your Organization
45. Strategic Planning: From Formulation to Action
46. Strategic Planning That Works: Integrating Strategy With Performance (Online Seminar)
47. Understanding and Influencing Physician Behavior: The Strategic Imperative
48. Using Metrics as a Road Map to Hospital Success

Leadership Assessments:

1. Benchmarks® (A 360° Assessment)
2. Career Anchors Assessment
3. Conflict Management Assessment
4. Emotional Quotient Inventory (Self-Assessment)
5. Leading Change Assessment
6. Visionary Leadership Assessment

Self-Study Courses:

1. Breaking Down Barriers: Collaborating with Clinical Staff
2. Building and Maintaining Referral Relationships
3. Essentials of Excellent Management Series
4. Finding and Keeping Talent at the Executive Level
5. Followership: Increasing Trust, Respect, and Pride
6. From Quality Management to Quality Leadership series
7. Governance and Strategy
8. Healthcare Finance series
9. Healthcare Human Resources series
10. Healthcare Strategic Planning
11. The Impact of Consumer-Directed Healthcare on Organizational Strategy
12. The Law and Patient Confidentiality: A Common-Sense Guide to HIPAA
13. Leading With Meaning: Tapping the Deeper Dimensions
14. Learning to Lead
15. Managed Care Contracting series
16. Managing Reputation: Strategy and Branding by Word of Mouth
17. Marketing Your Healthcare Organization
18. Practical Board Strategies for CEOs
19. Preparing a Long-Range Facility Investment Strategy
20. The Role of Communication in Patient Safety
21. Strategies for Improving Community Health
22. A Systems Approach to Quality Management
23. Understanding and Influencing Physician Behavior

Other:

1. ACHE's Career Center Products and Services (<http://www.ache.org/CARSVCS/workshop.cfm>)
2. ACHE's Code of Ethics (http://www.ache.org/abt_ache/code.cfm)
3. ACHE's Diversity Resources (http://www.ache.org/policy/diversity_resources.cfm)
4. ACHE's Ethical Policy Statements (http://www.ache.org/ABT_ACHE/EthicsToolkit/UsingPolicy.cfm)
5. ACHE's Ethics Self-Assessment: (http://www.ache.org/ABT_ACHE/EthicsToolkit/UsingSelfAssessment.cfm)
6. ACHE's Ethics Toolkit (http://www.ache.org/ABT_ACHE/EthicsToolkit/ethicsTOC.cfm)
7. ACHE's Mentoring Overview (affiliates only area): http://www.ache.org/NEWCLUB/CAREER/mentoring_overview.cfm
8. ACHE's Professional Policy Statements (http://www.ache.org/policy/prof_policy.cfm)
9. ACHE's Public Policy Statements (http://www.ache.org/policy/public_initiatives.cfm#statements)