



## **CHRMS Educational Scholarship Program General Guidelines and Criteria**

In dedication to supporting the professional advancement, development and continuing education of CHRMS members in the areas of risk management and patient safety, the CHRMS Educational Scholarship Program will award three scholarships as follows:

- 1.) Online CPHRM Preparation Course, CPHRM Exam Preparation Guide, Exam fee and ASHRM membership (if not already a member).
- 2.) ASHRM University Course(s) of the recipient's choice not to exceed \$300 total and ASHRM membership (if not already a member).
- 3.) One year CHRMS membership and all program attendance, including Law Day, Winter Program, Annual Meeting, webinars and membership events.

### **General Guidelines**

Scholarships will be awarded yearly with recipients announced each year at the Annual Meeting.

**To be considered for scholarships awarded at the Annual Meeting in April 2018, application materials must be received by March 13, 2018.**

1. Scholarships are only available to CHRMS members in good standing.
2. First priority will be given to applicants who have not previously received a scholarship. Previous recipients will then be considered, if funding is still available.
3. Decisions regarding the award of the scholarship are made at the discretion of the CHRMS Scholarship Committee and the CHRMS Executive Board of Directors, and are considered final.
4. Those currently serving on the CHRMS Scholarship Committee and the CHRMS Executive Board are not eligible to apply.
5. The CHRMS Scholarship Committee and the CHRMS Executive Board reserve the right to revise these guidelines at any time.
6. Applications not received by the deadline date, or those which are incomplete may not be considered.

### **Applicant Criteria:**

1. All applicants must be previously or currently employed at the professional level in the healthcare law, risk management, risk insurance, risk finance or patient safety management professions, or must be able to articulate that a career change to the field of risk management/patient safety is a desired professional goal.
2. Student applicants must be currently enrolled in or accepted into an accredited program in healthcare, insurance, risk management or healthcare finance program
3. If currently enrolled and attending a qualified program, student applicants must maintain a minimum current or most recent GPA of at least 3.0 out of a possible 4.0
4. Preference will be given to applicants with insufficient sources of funding to cover costs for professional development.

5. Ability to demonstrate how newly learned techniques will be applied to improve the organization's overall risk management/patient safety program.
6. The recipients must be present at CHRMS Annual Meeting in April to accept the award.
7. The award must be used within one year of receipt.

### **Required Application Documentation:**

1. Applicant narrative that includes the following:
  - a. Name, Home Address, Telephone Numbers (home and office), and E-mail address;
  - b. Current employment position and name of organization;
  - c. Description of interest in continuing/advancing knowledge/education in the area of healthcare risk management; how the award will impact academic and/or career goals; show how newly learned methods and skills will be applied to improve the organization's overall risk management/patient safety program, if employed;
  - d. Current individual professional and/or scholastic experience, activities and accomplishments;
  - e. If applicable, current class standing (enrollee, undergraduate, graduate, doctoral candidate, etc.);
  - f. If applicable, major, minor fields of study; and
  - g. If applicable, academic grade point average in field of study and overall GPA.
2. Resume or CV that details work/scholastic experience related to risk management and/or patient safety
3. Letter of recommendation from a CHRMS member/colleague/employer or academic.
  - a. Letter can be from current or past employer, defined as "an individual who serves or has served in a supervisory capacity to the applicant".
  - b. Letter must provide details on the current position and the applicant's responsibilities as they relate to the risk management/patient safety field. It should also verify the organization's (employer's) ability to provide funding to cover the cost for professional development (if the organization will cover partial cost, the amount should be included) or if not employed, individual need.

### **Post-Program Requirements:**

1. Recipients must provide documentation of successful program completion.
2. The recipient of the CPHRM prep course and exam and the ASHRM University Course(s), will contact the Chair of the Scholarship Committee (or designee) to coordinate payment and scheduling.
3. Recipients will submit an article for publication on the CHRMS website, give a short presentation at a CHRMS program or agree to an interview for publication on the CHRMS website or in an email blast to members, describing how attendance at the course(s) facilitated successful "hands-on" application of lessons learned.
4. For marketing and promotional purposes, and if willing, applicants may be asked to be interviewed describing how the scholarship/grant to attend a specific program facilitated successful "hands-on" application of lessons learned.

Apply online! An online application form is available at [www.chrmschicago.org](http://www.chrmschicago.org)

A downloadable application form and letter of recommendation form are also available on the website for submission by email, fax or regular mail.