## Master of Healthcare Administration Program



## **Competencies**

**Accountability:** The ability to hold people accountable to standards of performance or ensure compliance using the power of one's position or force of personality appropriately and effectively, with the long-term good of the organization in mind.

**Achievement Orientation:** A concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals, or something that has not been done previously (innovation).

**Analytical Thinking:** The ability to understand a situation, issue, or problem by breaking it into smaller pieces or tracing its implications in a step-by-step way. It includes organizing the parts of a situation, issue, or problem systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, casual relationships, or if-then relationships.

**Change Leadership:** The ability to energize stakeholders and sustain their commitment to changes in approaches, processes, and strategies.

**Collaboration:** The ability to work cooperatively with others as part of a team or group, including demonstrating positive attitudes about the team, its members, and its ability to get its mission accomplished.

**Communication:** The ability to speak and write in a clear, logical, and grammatical manner in formal and informational situations, to prepare cogent business presentations, and to facilitate a group.

**Community Orientation:** The ability to align one's own and the organization's priorities with the needs and values of the community, including its cultural and ethnocentric values and to move health forward in line with population-based wellness needs and national health agenda.

**Financial Skills:** The ability to understand and explain financial and accounting information, prepare and manage budgets, and make sound long-term investment decisions.

**Human Resources Management:** The ability to implement staff development and other management practices that represent contemporary best practices, comply with legal and regulatory requirements, and optimize the performance of the workforce, including performance assessments, alternative compensation and benefit methods, and the alignment of human resource practices and processes to meet the strategic goals of the organization.

**Impact and Influence:** The ability to persuade and convince others (individuals or groups) to support a point of view, position, or recommendation.

**Information Seeking:** An underlying curiosity and desire to know more about things, people, or issues, including the desire for knowledge and staying current with health, organizational, industry, and professional trends and developments.

**Information Technology Management:** The ability to see the potential in and understand the use of administrative and clinical information technology and decision-support tools in process and performance improvement. Actively sponsors their utilization and the continuous upgrading of information management capabilities.

**Initiative:** The ability to anticipate obstacles, developments, and problems by looking ahead several months to over a year.

**Innovative Thinking:** The ability to apply complex concepts, develop creative solutions, or adapt previous solutions in new ways for breakthrough thinking in the field.

**Interpersonal Understanding:** The ability to accurately hear and understand the unspoken or partly expressed thought, feelings, and concerns of others.

**Organizational Awareness:** The ability to understand and learn the formal and informal decision-making structures and power relationships in an organization or industry (e.g., stakeholders, suppliers). This includes the ability to identify who the real decision makers are and the individuals who can influence them, and to predict how new events will affect individuals and groups within the organization.

**Performance Measurement:** The ability to understand and use statistical and financial methods and metrics to set goals and measure clinical as well as organizational performance; commitment to and employment of evidence-based techniques.

**Process Management and Organizational Design:** The ability to analyze and design or improve an organizational process, including incorporating the principles of quality management as well as customer satisfaction.

**Professionalism:** The demonstration of ethics and professional practices, as well as stimulating social accountability and community stewardship. The desire to act in a way that is consistent with one's values and what one says is important.

**Project Management:** The ability to plan, execute, and oversee a multi-year, large-scale project involving significant resources, scope, and impact. Examples include the construction of a major building, implementation of an enterprisewide system (patient tracking, SAP), or development of a new service.

**Relationship Building:** The ability to establish, build, and sustain professional contacts for the purpose of building networks of people with similar goals and that support similar interests.

**Self-Confidence:** A belief and conviction in one's own ability, success, and decisions or opinions when executing plans and addressing challenges.

**Self-Development:** The ability to see an accurate view of one's own strengths and development needs, including one's impact on others. A willingness to address needs through reflective, self-directed learning and trying new leadership approaches.

**Strategic Orientation:** The ability to draw implications and conclusions in light of the business, economic, demographic, ethno-cultural, political, and regulatory trends and developments, and to use these insights to develop an evolving vision for the organization and the health industry that results in long-term success and viability.

**Talent Development:** The drive to build the breadth and depth of the organization's human capability, including supporting top-performing people and taking a personal interest in coaching and mentoring high-potential leaders.

**Team Leadership:** The ability to see oneself as a leader of others, from forming a top team that possesses balanced capabilities to setting the mission, values, and norms, as well as holding the team members accountable individually and as a group for results.