

# ACHE of North Texas

## Student Council Case Study Competition

### 2019 Case Study Rules and Policies

#### **Qualifications:**

To be eligible to participate, **all** student team members must meet all of the following eligibility requirements:

1. Be enrolled and in good standing in a post graduate degree program such as: Master of Science in Health Care Administration, Master of Health Administration, Master of Public Health Degree with a concentration in Health Services Administration or a Master of Business Administration Degree with a concentration in Health Services Administration.
2. In making up teams, preference should be given to otherwise eligible students under section 1 who have completed 12 hours in the student's program.

By way of explanation, a team might fill its complement by using a below 12 SCH student.

A team might use a below 12 SCH student who by virtue of a previous program of education, or related experience, has proficiency in case analyses, and presentations. These proficiencies might have been developed in a previous Masters program, law school, or the like.

The Team's desire to avail itself of this exception should be supported by the Team's Program Director, who shall write a letter in support of the exception.

3. The Team may include a member, who meets the eligibility criteria of Rules 1 or 2, who is enrolled in a Program different from other members of the Team. The Team's desire to avail itself of this exception should be supported by the (primary) Team's Program Director, and the Program Director from the second Program, both of whom shall write letters in support of the exception.

By way of explanation, should one program not be able to field a team under Rules 1 and 2, Program Directors may endorse a combined application; the combined application will identify the students, whether or not each student is a Rule 1 or 2 student; the Program Directors will affirm the Directors' belief that the team will be able to address team logistics issues, so that the Team's submission will be competitive.

#### **Sign-up:**

To sign up, the team must be comprised of four (4) to five (5) members at the time of registration. Up to two teams per school is permitted, offered to the first two teams to complete and submit their

applications. Avenues to find other team members will be provided through the Student Council Sponsor/Program Director as needed. Each team must turn in one (1) completed application.

### **Cancellation:**

If a Team wishes to withdraw from the competition, the Team will notify the Student Council Sponsor via email at [info@achentx.org](mailto:info@achentx.org).

### **Resources:**

Teams are free to use any resources that will help complete the case study, however the work of the team must be original and outside resources must be documented. Each team should provide a list of sources used when submitting the case study. The case should be written using the Chicago style of writing and documenting references.

### **Deadline:**

The final case study must be emailed to the Student Council Sponsor ([info@achentx.org](mailto:info@achentx.org)) by **11:59 PM on Friday, September 27, 2019** or your team forfeits the competition

Judges will evaluate the Team submissions, and select the top three for an oral presentation at the ACHENTX Annual General Meeting.

If selected to make the presentation, the team must email the case study presentation to the Student Council Sponsor ([info@achentx.org](mailto:info@achentx.org)) by **11:59 PM on Monday, November 4, 2019**, or your team forfeits the competition.

### **Coaching Resources:**

An executive coach will be appointed for each participating team. The executive coaches will provide their teams with assistance in analyzing the soundness of their plans and the approaches the teams have used. Coaching sessions will be conducted through phone, email, or face to face meetings as the executive coach's availability allows. Coaches are encouraged to support their teams at the case study presentation.

### **Presentation Timing:**

Each team will be allowed (30) minutes to present its case study followed by fifteen (15) minutes for Q&A and judges' feedback. Teams will be penalized for going over their allotted time.

### **Presentation Day**

### **What to Wear:**

Business professional dress is required.

**What to Bring:**

A wristwatch will be useful in tracking your time during the presentation. There will also be someone in the room to alert each team when it has 5 minutes remaining. A print-out of your presentation for each of the five (5) judges is required. Each team must bring an electronic copy of its PowerPoint presentation.

**Remember:**

Be prepared, practice the presentation, think outside the box, be early, have each member participate (during the presentation, in answering Q&A questions or in responding for the Winning Team).

## **Presentation Day**

**Location:**

Final presentations will be made at the ACHENTX 2018 General Membership Meeting venue, which is still to be determined. It is anticipated, however, to be close to the downtown Dallas area.

**Attendance Policy:**

All team members are expected to attend the presentation. On the day of the presentation, competition participants are prohibited from viewing other presentations until after they have presented.

**Presentation:**

Each team must submit a case study resolution (that includes an executive summary). The document must be no more than three (3) pages in length, in 12-point type, with 1-inch margins. Pages must be numbered. The deliverables must be emailed as a single attached document to the Student Council Sponsor. *Deliverables which do not meet the above requirements (including being late) will not be accepted causing your team to forfeit the competition.*

If the case study resolution is one of three selected by the judges, the team will be given an opportunity to present its case study resolution to a panel of up to five (5) judges immediately prior to the November General Membership Meeting, date still to be determined. Presentations should be done in PowerPoint format and each team will be responsible for providing an electronic copy at the time of its presentation. Teams may bring visual aids on the day of their presentations but are wholly responsible for the transport, set-up, and removal of those aids.

**Prizes:**

The winning team will be chosen by the selected panel of judges after the conclusion of all presentations. The winning team will receive: a cash prize, invitations to attend all ACHENTX Board meetings for the following year, recognition in the chapter newsletter and reimbursement for its members' basic registration fees to the next ACHE Congress on Healthcare Leadership. NOTE: this does not include travel costs. All awards will be shared equally among the winning team members. Lastly, the team members are encouraged to capture this distinction on their resumes.

**General Membership Dinner:**

All participating teams are invited to attend the General Membership Dinner that same evening as invited guests of the chapter. The winning team will be announced during dinner. The winners will be asked to present a 5-minute summary on the case and their approach (2 minutes summarizing the case for the audience and another 3 minutes describing their approach). Only the winning team will be called up for this 5-minute presentation to the GMD attendees, but all teams will need to be prepared for this potential opportunity." You must be present to win!

**Team Debrief:**

All participating teams will be invited to meet with members of the judges' panel following the final team's presentation for a debrief. For clarity, this may occur as early as the day of the AGM, or at a time and place, whether in person or via telecommunications, as the judges' panel and the teams subsequently arrange.

**Note:** *If there are any changes in the rules, we will contact and inform all participants promptly.*