





**16.** List three individuals who will supply letters of evaluation, preferably individuals not all from the same organization: (Use letter of evaluation forms provided.)

| <u>Name</u> | <u>Position</u> | <u>Institution</u> |
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**17.** List any relevant honors, distinctions, prizes or scholarships received:

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**18.** If you have published papers, list up to three (journal, volume, page numbers and year) and enclose reprints:

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**19.** Write a brief statement describing your clinical experience:

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**20.** Write a brief statement describing your administrative experience (program administration, strategic planning, supervision, budget preparation/management, etc.)

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**21.** Write a brief statement describing your most challenging professional or personal experience. What did you learn from this experience?

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**22.** Write a brief statement describing the most creative or innovative work project that you helped to develop and the impact it has made.

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**I hereby certify that the information given by me in this application and attached statements is complete and correct to the best of my knowledge.**

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**Signature**

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**Date**

# Information for Applicants

## ABOUT THE PROGRAM

Duke's Master of Health Sciences in Clinical Leadership Program (MHS-CL) is designed for health care professionals and offers them an opportunity to expand their knowledge base and develop leadership skills. Classes are scheduled to accommodate the demands of clinical schedules. Classes make use of the students' experiences and students can use their workplaces as "laboratories" in which to practice their new skills. The program requires attendance at 3-4 day, on-campus sessions in Durham, NC at the beginning of each term. On-campus dates are scheduled well in advance while the remainder of the academic term is delivered via an online distance-based format.

## ADMISSION

The Master of Health Sciences in Clinical Leadership is a rolling admissions program. Contact the program office for each semester's application and registration deadlines. To be considered for admission, candidates must have all application materials submitted by the designated deadline for the semester for which they wish to begin the program. Materials received after the application deadline will be considered for the following semester.

Applicants seeking admission as a degree candidate should submit the application form and provide the following supporting documents.

**Transcripts.** An official transcript from each post-secondary institution attended must be sent to the Clinical Leadership Program directly by the institution. Personal copies cannot be accepted.

**Letters of Evaluation.** Three letters are required. One letter (Letter of Evaluation – Clinical Experience) must come from someone who can testify to the applicant's clinical experience and one letter (Letter of Evaluation – Administrative Experience) must come from someone who can testify to the applicant's administrative experience. The third letter (Letter of Evaluation – General) should come from someone who can speak from a general perspective about the applicant. All letters should be written by persons who are qualified to testify to the applicant's capacity for graduate work. Evaluation forms are provided on the program's website; they should be emailed or faxed to the Clinical Leadership Program directly by the evaluators.

**Test Scores.** Applicants who do not possess a graduate degree are required to provide scores on the Graduate Record Examination (GRE) General (Aptitude) Test. The scores must not be more than five years old and they must be sent to the Clinical Leadership Program from the Educational Testing Service.

**Admissions Interview.** Applicant finalists will be required to complete an admissions interview.

## **APPLICATION FEE**

The non-refundable \$100 application fee must be received by the program office for the application to be considered complete. Remittance should be made payable to “Clinical Leadership Program.”

## **TUITION**

Current tuition rates are listed at the program’s website and the School of Medicine Registrar’s online bulletin. Once a student is admitted to the program, a non-refundable tuition deposit of \$500 is required within ten days of admission to reserve a spot in the class. This amount is applied to the first tuition payment. Students are billed each semester for tuition and fees.

Some students fund their own education, and others are sponsored entirely or in part by their employer. Some Duke staff/faculty may be eligible for the Duke Employee Tuition Assistance program. For those who are self-funded, Duke’s School of Medicine Office of Financial Aid offers resources regarding loans and scholarships (e.g. Grad PLUS loan). We encourage you to contact the Financial Aid office as soon as possible to begin that process.

## **FOR MORE INFORMATION**

Visit the website: <http://clinical-leadership.mc.duke.edu> or contact  
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