



9. DUHS Affiliation (If applicable) \_\_\_\_\_  
Department Division

10. Work Telephone Number (\_\_\_\_\_) \_\_\_\_\_ and Work Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
Number and Street City State Zip code

11. Please tell us how you learned of this program. Check all that apply.

- Program Website
- Professional/Trade Publication
- Conference/Workshop Exhibit
- Email from Colleague or Program
- Program Student or Alumni
- Other Program Affiliates (e.g., Faculty, staff, guest lecturers)
- Others' Social Media Sites \_\_\_\_\_ (Please describe)
- Other \_\_\_\_\_ (Please describe)

12. List in chronological order all post-secondary colleges and universities attended:

Institution	Location	From Mo/Yr	Through Mo/Yr	Major Field/Training	Degree/Diploma (if applicable)

13. List in chronological order all residency, or fellowship training institutions attended:

Institution	Location	From Mo/Yr	Through Mo/Yr	Field

14. Do you have specialty boards or certifications?  No  Yes (please specify)

\_\_\_\_\_  
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21. Write a brief statement describing your clinical experience:

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

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

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24. 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.

Signature: \_\_\_\_\_

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. This 42 credit-hour, three-year professional degree program awarded by the Duke University School of Medicine uses a model of succinct onsite sessions combined with distance-based technology-supported learning in order to enable students to participate in quality learning while still maintaining a work-life balance. On-campus dates are scheduled well in advance. The distance education portion of the Master of Health Sciences in Clinical Leadership program consists of learning activities that are provided via web-based tools —streaming media, video conference, interactive presentations, and other synchronous and asynchronous learning modules. Each is used in varying degrees for different courses.

## 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.**

**The Graduate Record Examination (GRE) General (Aptitude) Test.** The GRE will be waived for applicants who have an undergraduate cumulative grade point average of 3.25 or higher. Applicants

with a conferred graduate or professional advanced degree (certificates do not qualify) at the time of the application deadline are also exempt from the GRE requirement. Scores submitted must be no more than five years old. Scores must be sent to the Master of Health Sciences in Clinical Leadership Program from the Educational Testing Service.

**Test of English as a Foreign Language (TOEFL).** Applicants whose first language is not English and who do not hold a bachelor's degree or higher from an English-speaking institution must submit scores from the Test of English as a Foreign Language (TOEFL). Test scores must not be more than two years old and an official copy must be sent to Duke University.

**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

Adriana Green, Program Coordinator

Telephone: 919.681.7007

Fax: 919.680.2955

Email: [Adriana.Green@duke.edu](mailto:Adriana.Green@duke.edu)

Address:

Duke Division of Community Health

Duke Department of Community & Family Medicine

DUMC Box 104652

Durham, NC 27710