



2024 CAHL Case Study

Rules

I. Objective

To provide students with an opportunity to analyze and present solutions to real issues faced by healthcare executives and their organizations. Students will do so using their knowledge and creativity, and thus will be judged on both the quality of the analysis of the case and their presentation skills.

II. Eligibility

- Undergraduate and graduate students who are currently enrolled in healthcare programs that are part of the ACHE Higher Education Network are eligible.
- Executive graduate programs **are not** eligible to participate in the competition.

III. Competitor's Code of Ethics and Rules

A. Teams will have a maximum of four (4) team members, and ideally a minimum of 3. Each school may have up to 3 undergraduate and 3 graduate students teams compete. Any substitute team member must be approved by CAHL's Case Competition Committee Chairman.

B. All case analysis and development of case presentation materials must be done by official members of the team **only**.

C. Team members may only use any reference materials available to the general public. Employees of the company featured in the case, engaged consultants and architects, internal/partnered committee workgroups, interested organizations, or any individuals represented by the other organizations identified in the materials **cannot** be used as a resource.

D. Teams (including coaches and faculty) must not share or gain information on the content of the presentations from other competing teams before or during the competition.

E. Faculty advisors are instrumental in helping the teams prepare for the competition. However, once the case has been released, faculty advisors may only be available to provide minimal assistance.

Faculty advisors **should not** assist with the development of strategy for the presentations or be involved in development of any of the case team's specific solutions or recommendations. The case analysis and presentation competition is meant solely for the students. Once the competition begins, all faculty advisors, alumni, and other interested parties may act as spectators only. These individuals may not offer suggestions or revisions to the content or structure of the information being presented during the official presentation time. In addition, these individuals may not share information on the content of the presentations being made by competing teams.

F. If it appears that a team has violated any of these rules, it will be investigated by the Case Study Competition Chair. If it is determined that a violation has occurred, it will result in immediate disqualification of the team and notification provided to the respective program.

G. Team members **cannot** contact the actual site of the case for insights or information of any kind.

IV. Case Competition

A. All competing school teams should be registered by Saturday, October 20th. Registration details will be available on the CAHL website(Ache-cahl.org), under the "Students" tab.

<https://ache-cahl.org/healthcare-case-study-competition/>

B. The case study will be distributed to participating teams via email on Friday, October 25, 2024 at 5:00pm.

C. Teams are required to submit their materials via email by Sunday, November 10, 2024.

D. The **in-person** Case Study Competition will take place on Saturday, November 16, 2024 at Sutter Health: 2700 Gateway Oaks Drive, Sacramento, CA 95833.

V. Competitor Conference Call

A. At least one member of each team should attend the briefing session via conference call on **Wednesday, October 30, 2024 at 5:30 pm**.

B. During the conference call, the presentation guidelines, procedures, and logistics will be reviewed. Any questions regarding clarification of the case content can also be asked.

VI. Submission Guidelines

A. All teams are required to submit a complete PowerPoint presentation and an executive summary of no more than 500 words to Mohit Gulati via email at mgulati530@gmail.com no later than **6:00 PM on Sunday, November 10, 2024.**

B. There is no limit on the number of slides, but teams will only have 15 minutes to present. Appendix slides may be included but will not contribute to a team's score, and they cannot be augmented after submission. Presentation notes should not be included.

C. Charts, graphs or other images **SHOULD NOT** be included in the Executive Summary.

D. Executive Summaries should be written as a stand-alone document. Summarize all major recommendations, assumptions, and rationale considered throughout the analysis.

E. All documents should include a Team name, **but no individual student names or school names or references can be included.**

F. Late submissions should not be accepted.

VII. Presentation Guidelines

A. All teams are required to **omit all mention of their school** on any copies of the presentation materials. The **only** place where any mention of the university name is permitted/required is in the email subject line with the attached presentation. **No changes to the presentation are allowed after the November 10th submission.**

B. Each team in the initial and final rounds will have a maximum of fifteen (15) minutes to present the results of their analysis followed by a five (5) minute Question & Answer period. The Questions & Answer sessions will be facilitated by the judging panel.

C. At the assigned presentation time, the Competition Facilitator will announce the team.

D. After the announcement, the Team Captain should begin by introducing his/her team members. At the conclusion of introductions, the Team Captain should state their team is ready to begin.

E. The Competition Facilitator will prompt the team to begin. The timekeeper will start the time clock at that time.

F. Each team member must participate equally in the oral presentation and the question-and-answer session.

G. The timekeeper will signal when the team has five (5) minutes and one (1) minute to conclude their presentation. At the conclusion of the fifteen (15) minutes, the timekeeper will announce "time" and the team must conclude their presentation. No one will be permitted to exceed the allocated fifteen (15) minute time limit. If a team's presentation is completed prior to the fifteen (15) minute limit, the team should announce that they have completed their presentation.

H. Once the presentation begins, no one will be permitted to interrupt the presentation in any manner while the presenting team has the floor.

I. No team members of participating teams are allowed to attend the presentation of any other competing team unless their team has already been eliminated from the competition. If any team member violates this rule, the entire team is disqualified. Note taking is prohibited.

J. The finalists are not allowed to watch any of the other finalists' presentations preceding their own.

K. Two (2) graduate teams and two (2) undergraduate teams will advance to the final round of the competition and will be announced following the initial round.

L. The teams presenting in the final round will only have access to the same materials that were used in the initial round presentation. No modifications of any kind may be made to the presentation.

M. The score received in the initial round presentation will not count in the evaluation of the presentation in the final round.

VIII. Question-and-Answer Guidelines

- A. Each team will be asked questions by judges at the conclusion of their presentation.
- B. The question-and-answer session will last at most five (5) minutes for the initial round and the final round. Therefore, responses should be succinct.
- C. All team members are required to participate in the question-and-answer session.

IX. Judging Criteria

- A. A panel will consist of at least two (2) judges. The panels should be composed of diverse, high-level executives.
- B. Teams will be judged on their analysis of the case, their responsiveness to the prompt, the executive summary, and their presentation skills. Judges will focus on the viability of the strategies and the flow of the presentation. This includes content, organization, and demonstration of logical thinking. In addition, the team must be able to answer questions in a prompt, concise, and accurate manner. Executive summaries will be evaluated on their utility as stand-alone documents that reflect the analyses and resulting recommendations for the organization.
- C. All judging decisions are final once posted.

X. Feedback

- A. Each team may request their team's scores and summary of written feedback from their presentations upon completion of the event evaluations. All students are requested to complete an evaluation of the competition. Your team will not receive the feedback summary without a completed evaluation from each team member.