



Resident Job Search Guide

Resources for a Successful Position Search and Interview

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Introduction

In an era of physician shortages and a rapidly changing medical economic landscape, keeping abreast of best practices in job seeking, interviewing, as well as an eye on market trends and compensation is essential for securing a position that is a good fit for any resident upon graduation.

This guidebook is intended to provide UWHC GME program residents and fellows with a number of resources to help with the search for a position that aligns with their career goals and professional aspirations, preferences in lifestyle, and the type of practice environment that would best support them.

When researching job opportunities, physician career experts recommend:

- Spending an entire day visiting the practice you are seriously considering in order to gauge whether it is a good fit for you, from the people you will prospectively be working with to the organizational culture.
- Researching references by asking the chief of staff of the hospital(s) where the employer has privileges and letting them know you're considering joining the practice.
- Getting the terms of your employment in writing. Not all practices use up-to-date employment contracts.
- Find out what options you have should things not work out and you decide to leave, in particular what specific obligations would you have to the practice.

QUESTIONS TO ASK DURING THE INTERVIEW

This sample list details some of the common topics you will want to know about. Asking these or similar questions can go a long way toward establishing mutual expectations between you and the group hiring you.

Practice Environment and Management

1. What are the long-term goals of the practice with regard to practice type, number of physicians and type of patients you would be seeing?
2. How would you describe the practice setting and style of patient care?
3. Why is the practice looking to hire a new physician?
4. If replacing a physician, why did s/he leave? How long were they in the practice?
5. Has anyone left the group in the past 10 years? If so, under what circumstances?
6. If employed by the practice, can you be moved to another clinic without your approval?
7. How are conflicts handled in the practice? Can an example be provided?
8. How are decisions made in the practice?
 - a. Do all physicians share in the decision-making process?
 - b. Would a new member to the group be part of this process?
9. What are the practice members' levels of training and expertise? How long have they been with the practice?
10. In what other medical activities are the practice members involved? Part-time teaching appointments? Specialty society activities?
11. How is the practice thought of within the community?
 - a. By other physicians?
 - b. By the hospital administration?
 - c. By patients?
12. Are there any plans to merge with another group?
13. Does the practice and/or area qualify for any state or federal loan forgiveness programs?
14. Can you eventually have an ownership position in the practice?
 - a. If there is ownership, is there a buy-in? If so, how much is it and how is it calculated?
 - b. How long before a buy-in is offered?
 - c. Can any buy-in amount be financed?
 - d. If so, over what period?
15. What are the benefits of being a partner? What might the liabilities be?

Work Responsibilities

16. What are the specific services you will be performing as a new physician?
17. What hours are you expected to work? Are there evening hours involved? What about weekend hours?
18. How many in-office hours per week are expected of a new physician?
19. What is the evening and weekend call schedule? Are there any plans for this to change one way or the other in the foreseeable future?
20. What is the typical patient load for each physician? Where do the referrals come from?
21. To what type of patient will you as a new member of the group be providing care?
22. What types of procedures will/can you perform?
23. In the practice, to which patients would you provide care? Which patients would be referred to another physician in the practice?
24. What type of facilities does the medical practice have?
25. What type of medical equipment is available to you?

Contractual Issues

26. What are the productivity expectations of the group for the incoming physician?
 - a. Will the incoming physician have an opportunity to “ramp up”?
 - b. What are the threshold numbers?
 - c. Are there incentives for exceeding the expectations?
 - d. Alternatively, are there ramifications if you don’t meet expectations? Yes/No
 - e. If so what are they?

27. At which hospitals do the physicians have staff privileges? Are specialists available?

28. How is billing handled in the office?
 - a. Ask about the organization’s accounts receivable.
 - b. What is the average time to payment?

29. What types of third party payment arrangements do the patients have?

30. Does the medical practice appear to be well managed?
 - a. Is there a business manager?
 - b. If so, what is the role of the business manager?

31. Are there any management responsibilities? If not, could there be if one has an interest?

32. Are there mandatory CME requirements beyond those normally required by the medical specialty and the state medical board?
 - a. What is the paid time off for CME?
 - b. Is there a CME allowance? If so how much?

33. Does the contract include a restrictive covenant (aka non-compete clause) if I decide to leave the group?
 - a. What geographic area does it apply to?
 - b. What is the duration of the clause?
 - c. Is it limited to services in the contract?
 - d. Are there any confidentiality issues?

34. Do you waive any rights when signing the contract?

Benefits

35. What is included in the benefit package?
 - a. Days of vacation time;
 - b. Number of paid holidays and what are they?
 - c. Health, dental, vision insurance costs and who pays?
 - d. Number of sick days permitted
 - e. Is there long and short term disability? Is it "same occupation specific?"

36. What retirement plans are offered?
 - a. Which vendor or administrator is used?
 - b. Is it a matching plan or partially contributory or totally funded by the group?)

37. What type of professional liability insurance coverage is provided?
 - a. Does it include property as well as office insurance?
 - b. Who pays the tail insurance premium if you leave for any reason?

This is not intended to be an all-inclusive list of interview questions. This is intended to assist you in thinking about the position/opportunity you are considering and from which you can develop your own set of questions.

OPPORTUNITY COMPARISON WORKSHEET

Complete for each job opportunity you are considering in order to best be able to compare line items.

1. Base Salary \$ _____
2. Signing Bonus? Yes/No If so, how much? \$ _____
3. Is there an annual bonus? Yes/No
How much is generally anticipated? \$ _____
How is it determined?

4. What is the length of the agreement? _____
5. Are renewal terms included? _____
6. Can it be terminated without cause? _____
7. What are terms for termination from employment?

_____ (e.g.
unsuccessful completion of Board certification within three years, loss of hospital medical
staff membership)
8. What is the ramification of terminating contract early with cause? Without cause?
9. Is there partnership potential? Yes/No
How is this determined?
Is there a non-complete or restrictive covenant? Yes/No
What is the length of time involved and/or the specific area or boundaries
limited? _____
10. Life Insurance: Amount of coverage? _____
Who pays? _____
Are you able to purchase additional at their rates? _____
Coverage for employee only? _____
11. Health Insurance:
Coverage limits:
Does the group pay for single or family? _____
Is there a cost to you (out of pocket premiums?) Yes/No
If yes, how much? \$ _____ annually.
12. Dental? Yes/No Coverage? \$ _____
Single/family?
Who pays it? _____
If any out of pocket premium expense to you how much annually? \$ _____
13. Disability Insurance:
Short-Term...When do benefits begin (waiting period)? _____
What percentage of your salary is covered? _____ %

For how long a period of time does this remain in effect? _____
Who pays the premium? _____
What is the cost? _____
Are you able to purchase additional coverage at your expense and at the group rates?
Yes/No

14. Long-Term Disability Insurance:

When do benefits begin? _____
What percentage of your salary is covered? _____ %
For how long a period of time does this remain in effect? _____
Who pays the premium? _____ What is the cost? _____
Are you able to purchase additional coverage at your expense and at the group rates?
Yes/No

15. Is there a Pension Plan funded by the group? Yes/No

If so, what percentage of your salary? _____ %
How long a period of time to full vesting in the plan? _____ years.
If the plan is partially funded by the employee, what percentage? _____ %

16. Is there any provision for the group to match funds you place into a 401k or similar plan?

Yes/No If so, what percentage? _____ %

17. Is there any provision for Profit Sharing? Yes/No

If yes, what might be expected? \$ _____ annually.

18. Does the group pay any amounts towards student loans? Yes/No _____

If yes, how much? \$ _____.

19. What specific dues and licenses are paid for by the group?

20. Professional Liability insurance: Does the group pay this coverage? Yes/No

What are the limits of coverage per incident as well as aggregate for the year?

21. If you should leave for any reason who pays the tail coverage

premium for the professional liability insurance? _____

22. Is there a specific amount allowed for other items such as cell phones,
automobile reimbursement, continuing medical education, etc.? Yes/No

If there is, how much? \$ _____ annually.

23. Number of vacation days permitted? _____

Number of sick days permitted? _____

Number of days permitted for CME? _____

24. Positive aspects of the opportunity and location/community:

25. Negative aspects of the opportunity and location/community:

ADDITIONAL RESOURCES

Job Search

- ❖ The UW Health – UWHC Careers page at <http://www.uwhealth.org/careers/main/11113>. Click on and you will be connected to the appropriate link listing available opportunities in the UW Health system.
- ❖ Association of Staff Physician Recruiters at www.aspr.org. On this site you will find many physician recruiter members from hospitals throughout the United States. This association membership is limited to hospital (in-house) recruiters. You can locate e-mail contacts as well as mailing addresses for follow-up regarding potential opportunities. You can access these in-house recruiters by location, by name, by geographic areas they recruit for, etc. The posted physician opportunities are actually managed by Practice Link. (see below)
- ❖ Practice Link at www.practicelink.com. At this site you can not only locate practice opportunities but also post your curriculum vitae should you choose to do so.
- ❖ The New England Journal of Medicine has a Career Center Website that posts data from current surveys of factors affecting physician salaries and other useful information to job seekers. <http://www.nejmjobs.org/rbt/physicians-starting-salary.aspx>
- ❖ National Association of Physician Recruiters at www.napr.org. This association is open to all physician recruiters. This too is a source for making contacts regarding potential practice opportunities.
- ❖ MedScape at www.medscape.com. This site provides links to a large number of medical specialty sites as well as other information of interest.
- ❖ The Academic Physician and Scientist's site provides one of the largest compilations of openings available in academic medicine. <http://www.acphysci.com/aps/app>
- ❖ The Journal of the American Medical Association's Career Center provides a searchable job database, free career-related articles, and a suite of job search tools. <http://www.jamacareercenter.com/>
- ❖ The National Coalition of Healthcare Recruiters provides a searchable database of jobs by specialty and region. <http://www.nchcr.com/>
- ❖ [Physicians Employment](http://www.physemp.com/) has an online clearinghouse with physician opportunities as well as hospital recruiters. <http://www.physemp.com/>
- ❖ [PracticeMatch Physician Employment](http://www.practicematch.com/CareerCenter/Opportunities/Find.cfm) is an online job opportunity resource for physicians across 100 different specialties. <http://www.practicematch.com/CareerCenter/Opportunities/Find.cfm>

Orthopaedic Surgery

- ❖ Evaluating Orthopaedic Practice Opportunities, Part II
<http://www2.aaos.org/aaos/archives/bulletin/apr06/fline4.asp>

Pediatrics

- ❖ http://www.pedjobs.org/resource/career_resource.html

Compensation Data

- ❖ Association of American Medical Colleges has an online forum for medical schools and teaching hospitals to connect with the industry's best and brightest talent.
<http://www.aamc.org/careerconnect/start.htm>
- ❖ The American Medical Group Association provides annual data on physician compensation:
http://www.cejkasearch.com/compensation/amga_physician_compensation_survey.htm
- ❖ It's good practice to check Academy or specialty Association websites for data. The AMA provides links to many of the professional association's websites, many of which have data relevant to understanding your specialty's practitioner demographics, recruitment and marketplace. <http://www.ama-assn.org/ama/pub/about-ama/our-people/the-federation-medicine/national-medical-specialty-society-websites.shtml>
- ❖ Medical Economics www.memag.com/memag. This site provides a wide range of information for physicians from practice management and salary surveys to career guidance and business forms.
- ❖ The Medical Group Management (MGMA) www.mgma.com conducts surveys and publishes their data, though unless you are a member, you may have to purchase it.
- ❖ Modern Healthcare conducts many surveys on quality of life and compensation and publishes data on their website. Some resources are free but most can be downloaded for a fee.
www.modernhealthcare.com