

# Preparing for Practice

Transitioning from Training to Employment

Session 1: CVs, Search, and Interviews

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# Agenda for today:

- Start to understand the recruitment timeline and process
- Get ideas on how to present yourself on paper
- Find out what to expect during interviews and site visits
- Learn about what you questions you should ask, how to ask questions and what to do with the information you gather.

# Types of arrangements

- Private Practice
- **Employed by hospital, health system, academic center, large group practice, private practice**
- **Employed by private practice** with recruitment assistance from hospital (will involve two agreements)
- **Employed by practice** with potential for partnership (partnership agreement later)
- Independent contractor
- Locums

# Recruitment Timeline

- Search preparation – 18-24 months before available
- Explore opportunities – 15-18 months before available
- Conduct site visits – 12-15 months before available
- Sign contract – 3-12 months before available
- Practice start up – 3-6 months before start up

# Preparing your CV

- Prepare CV
  - Length – clinical vs. academic
  - Simple, easy to read format
    - Bold, bullets, underline, not too texty, avoid white space, stay consistent
  - No photo, no objective – instead write a cover letter
  - Reverse chronological order – no gaps
  - Education and Training, Work/Professional Experience, Volunteer/Committee Work, Awards and Recognitions, Licensure/Certifications/Skills, Personal

# Preparing your CV

- Don't include things that all residents have but instead highlight things that are different for you or things they may not know about your program
- DO NOT put References Available Upon Request or get recommendation letters
  - Instead include a reference section or page
- Any special circumstances
  - Off cycle, need visa waiver, physician couple, trailing spouse

# Prepare References

- Could be a separate page with same look as CV or a section on your CV
- Provide 4 or 5 (employers usually need at least 3)
- Include someone from your program (director/preceptor), rotations of special interest, APP, hospital staff
- Include name, title, address, personal phone # and email

# Write a cover letter

- Business letter format
- Always Personalize – no “Dear Recruiter” or “To whom it may concern”
- Avoid meaningless words
- Include: why are you submitting it, your clinical interests, availability, geographic interests and ties, personal information



# Conduct personal assessment

- Include spouse/significant other
- Needs vs. wants
- Setting your timeline

# Recruitment Process - then

- Initial contact and screening
- Interest shared internally
- Invitation for site visit
- Feedback, references and follow up
- Introduction of contract
- Invitation for second visit
- Contract negotiations and finalization
- Getting ready to practice

# COVID – 19 Adjustments (some hear to stay)

- Impact on recruitment plans – timing
- Shift to virtual platforms
  - Skype, WebEx, Zoom, FaceTime, Power Point
- Changes to onsite process
  - Completing health history prior to visit
  - Drive in lieu of flying
  - No outside social activities
  - 1:1 meetings or in large conference rooms
  - Possible community in separate cards with audio
  - And of course, masks and social distancing

# Explore opportunities

## •Resources

- In-house physician recruiters
- Recruitment firms (out house physician recruiters)
- Hospital websites
  - [www.trinity-health.org](http://www.trinity-health.org)
- Online job boards
  - Practice Link – [www.practicelink.org](http://www.practicelink.org)
  - PracticeMatch – [www.practicematch.org](http://www.practicematch.org)
  - State specialty associations
  - National specialty associations
  - 3rnet.org
  - Networking

# Interview – site visit basics

- This is a two way interview.
- Phone interviews are appropriate for any opportunity but only do visits for opportunities you are seriously considering.
- Keep interview/site visits relatively close in time for comparison reasons.
- What do you need to know about an opportunity to make an informed decision? A lot!
- Etiquette and Professionalism

# What you need to know

- Background
  - History of practice and providers
  - Why the position is available
- Scope of Practice
  - Inpatient/outpatient, types and volume of patients, types and volume of surgical cases
- Role and Expectations
  - Patient contact hours, # of shifts, call rotation, supervising APPs, schedule, extended hours, OR block time

# What you need to know

- Office/OR/Department layout – flow – staffing
  - # of exam rooms/ORs, # of clinical staff, block EMR
- Support for new providers –
  - Onboarding, orientation, marketing, ramping up schedule, coding support, evaluations
- Billing and financial
  - Charges, collections, fee schedule, wRVUs, coding index, reports
- Contract terms

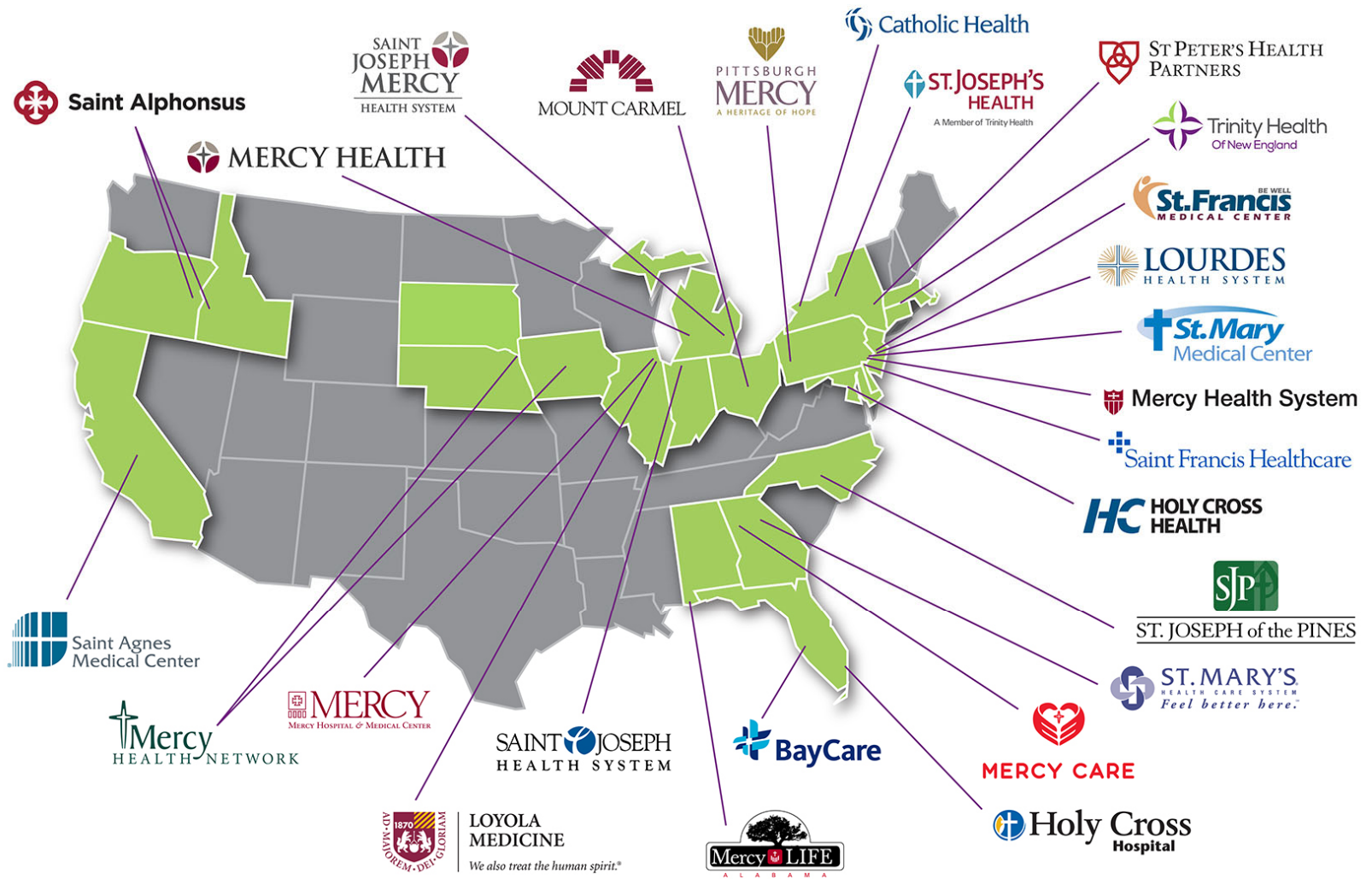
# Suggested approaches

- Share what you do in training and ask how that compares to what they do
- Rely on experiences and suggestions of former residents in your program
- Plead ignorance



# Session II

- March 2, 2022
- 12 - 2 pm
- Topics:
  - Contracts – standard and risky provisions
  - Benefits
  - Recruitment incentives
  - Compensation – starting salaries, models based on productivity and non productivity
  - Negotiation tips



# Open Q & A

# Thank You!

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*Explore the Possibilities!*