Career Development Series:
Primary Care- Jobs & Fellowships

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September 22, 2016

Big Thanks: Panelists

• Lee Sanders, MD: Stanford (Academic General Pediatrics Fellowship)
• Andy Smith, MD: PCHA (Packard Children’s Health Alliance)
• Libby Huffman, MD: PAMF, Mountain View
• Charles Owyang, MD: Kaiser, Santa Clara
• Anat Lotan, MD: SCVMC, Milpitas

Panelist Introductions

• Name
• Where you work and current position
• How you decided on primary care
• How you decided on your current institution
• What you enjoy about your job
• What you don’t enjoy about your job
• Things that you do outside of clinical duties (admin, QI, education, etc)

Objectives

• Discuss the variety of primary care jobs available and opportunities, including fellowship
• Understand the steps and timeline in searching for a primary care position
• Review CV, cover letters, and references
• Outline the components of the interview day and what preparation is needed
• Identify the importance of benefits and other options that may be offered
• Review process of negotiating and deciding on final offers
Resources

- Residency alumni and networks!
  - Not just in the Bay Area, but throughout the US
- AAP Website
  - Website can be difficult to navigate, but lots of great information
  - Professional Resources ➔ Practice Transformation ➔ “Managing Your Career” Section
    - Job Search Process
    - Job Seeker: Tips on Interviewing
    - Negotiating an Agreement
    - Setting Up A Practice
  - Also links to resources for CV/Cover Letters, Interviews, etc
- Stanford Pediatric Career Development Website
  - Includes job listings!

Updates Coming Soon!

Primary Care Considerations

- Academic vs Community setting
  - Small vs large practices
- Clinical work, research, education, advocacy, policy, QI
- Specific clinical duties (outpatient, nursery, inpatient)
  - **There can be regional variation in this. Ex, more small and/or rural practices do combination of all 3 vs larger and/or academic tend to not have inpatient and +/- nursery
- Schedule
- Call
- Location
- Patient population
- Flexibility, able to work part-time

Exposure to Different Settings

- Continuity clinic sites
- Urgent care
- Electives
  - Community Pediatrics: allows you to visit multiple primary care sites in Bay Area
- Away Rotations
- Informational Interviews/Shadowing
- Career Panels
- National Conferences
  - AAP
  - PAS
Timeline for Seniors Seeking Jobs

Fall-Winter (Oct-Dec)
• Send Cover Letters & CVs

1-2 weeks later (and q3 months after)
• Follow-up with Phone Call

Fall-Spring
• Interview

Winter-Spring
• Receive & consider offers; possible negotiations

Winter-Spring
• Decide

Realities of Formal Timeline

• Job availability is not predictable (ie, openings when residents are graduating) so take the timeline with a grain of salt
  – Openings based on retirements, maternity leaves, expansion of practices, etc
• Job availability is not equivalent to how competitive a candidate you are (so don’t give yourself a hard time!)
  – Those who are successful in the process are persistent and follow-up to find out as positions become available
• There is always extra help, pool positions, etc as you are figuring out what is the right fit for you
  – Don’t feel like you have to commit to your first offer just because you have an offer
• The process is a marathon, not a sprint!

What is a General Pediatrics Academic Fellowship?

• Typically 2 years, can be more depending on goals
• No separate board certification test
• Focuses:
  – 1. Research
    • Many get masters in public health or clinical research
  – 2. Education
    • Methods of teaching, evaluation and assessment of learners
  – 3. Career Development & Leadership
    • Academic leadership, administration, healthcare organization and delivery, advocacy

What is a General Pediatrics Academic Fellowship?

• Variety of topics researched
  – Medical education
  – Health care delivery systems and outcomes
  – Racial and ethnic disparities
  – Public policy & advocacy
  – Quality Improvement
  – Practice-based research and community interventions
• Also, have varying clinical commitments
Timeline for Seniors Seeking Fellowship**

- **Jul-Oct**
  - Send fellowship applications, LOR

- **Jul-Oct**
  - Consider specific inquiries

- **Sept-Dec**
  - Interview

- **Fall**
  - Talk to mentors, weigh options, etc

- **Winter**
  - Receive offers

General Academic Pediatrics Fellowships do not go through ERAS (i.e., do not have a set application date or match date). There is a lot of variability and positions are reliant on grant funding (i.e., number of positions may change from year to year).

How to Find Out About Job Opportunities

- **Word of Mouth**
  - Many jobs are not “listed”
  - Residency alumni and networking, mentors, advisors, PD/APDs, continuity clinic preceptors

- **Send out feelers**
  - Email CV and cover letters, even if job not posted

- **Formal job listings**
- **Moonlighting**
- **Career Panels & Fairs**

Preparing What You Will Need for the Process

- **Cover Letter**
- **CV**
- **References**
- **Personal Statement (Fellowship)**

- Start working on these now as you will want to take some time to have multiple people review, make revisions, etc
- **Career Development Session: How to Write Effective CVs and Cover Letters**

Cover Letters

- **Purpose**
  - Introduces you to the employer
  - Identifies what type of job you are seeking (i.e., primary care, urgent care, nursery, etc)
  - Highlights a few reasons why you would be an excellent candidate

- **Logistics**
  - Several paragraphs, one page MAXIMUM
  - Sent with your CV
  - Can be in the body of an email or attachment
Curriculum Vitae (CV)

- Standard, simple, clear format
  - Have multiple people review, no grammatical errors!
- Components
  - Heading:
    - Name, contact Information: address, email, phone
  - Medical Training
    - Residency (years attended)
    - Inpatient and outpatient rotations at Hospitals XYZ
    - Continuity clinic at:
  - Education (**reverse chronological order)

Curriculum Vitae (CV)

- Licenses and Certifications
  - Pediatric Board (Board Eligible)
  - Medical Board of CA
  - DEA, PALS, NRP
- Professional Experience (reverse chronological order)
- Honors and Awards
- Membership in Professional Organizations

Curriculum Vitae (CV)

- Research Projects
- Teaching Experience
- Community Service
- Presentations
- Publications
- Special Skills
  - Languages spoken
  - Procedures: ex, circumcisions

References

- Total: 3-4
  - Program Director or Associate Program Director should be one
  - Should know you well and preferably come from the clinical background to which you are applying
  - When asking someone to be a reference, be sure to ask if he/she can provide a strong recommendation on your behalf
    - Out of courtesy, ask early!
    - Provide reference names, contact information (email, phone) at same time as you send CV and cover letter
Personal Statement (Fellowship)

- Include clinical passion
- Reason for pursuing fellowship
- Highlight prior scholarly work
- Identify specific goals for fellowship training

Scheduling Interviews

- Sooner the better, and be persistent
- Try to cluster interviews because the timing of interviews at some places may overlap with offers from other places
- Preparation: Do your homework!
  - Learn about the places you are going to visit
    - Read the website (some more informative than others)
    - Talk with others familiar with the group/practice

Preparing: Common Questions Asked

- Be prepared to answer these questions:
  - Why did you decide to enter a career in pediatrics? And why primary care?
  - Why are you interested in our practice?
  - What do you want your career to look like in 5/10/15 years?
  - What is the most satisfying part of being a pediatrician? Biggest frustration?
  - Describe a medical error and how you dealt with it.
  - Describe how you dealt with a co-worker that had a difference in opinion.
  - What is your greatest accomplishment?
  - What makes you unique?
  - What do you bring to the practice?
  - Practice: Mock interview sessions during Jr/Sr AM report, mentors, advisors

Interview Day

- Be early!
- Be flexible (and stay calm)
  - Every interview process is different!
    - Group vs individual, structured vs unstructured, several rounds over months, phone interviews, involving seeing patients or shadowing
- Dress and act professionally
- Everyone you meet is interviewing you (even when not directly)—admin, MA, nurses, etc.
- Yours goals:
  - To promote yourself
  - Determine if its a good fit for what you are looking for
Interview Day Questions

- What is the “culture” of the institution or practice?
- What will the actual duties involve?
  - Clinical sites and duties (ie, clinic, nursery, etc)
  - Number of patients per day/panel volume
  - Number of call nights and weekends (what are the responsibilities)
  - Dedicated administrative time (returning phone calls, charting, referrals, etc)
  - Non-clinical expectations (admin, teaching, other)
  - What support staff is available
  - Answering service
    - Is RN first call or MD? All day or only at night?
- Avoid asking too many nuts and bolts questions on the initial interview

Interview Day Questions

- How are young physicians mentored?
- How long do physicians typically stay in the practice?
- How is evaluation and promotion handled?
- Are there any significant upcoming changes (people leaving, mergers, etc)?
- What is the physician payment rate? Basis for scale (ie salary, seniority, productivity, call load, etc)
- Benefits (more on this later…)
- Specific to setting
  - Business Aspects: Payer mix, financial stability, becoming partner

Interview Day Questions (Fellowship)

- What is the time commitment of clinical and scholarly activities?
- How are fellows mentored clinically?
- How are fellows mentored scholarly?
- How are fellowship directors involved?
- What has been the success of prior fellows in their scholarly work? And what have they gone on to do after fellowship?

After an Interview

- Take detailed notes
  - Immediately afterwards, while fresh on your mind
    - what you did and did not like
    - what you learned
- Write a thank you note or email to your interviewers
Receiving Offers

- Initially, may receive verbal offers
- Make sure you get written contract shortly thereafter
- Compensation = Salary + Bonuses + Benefits
  - Clarify what salary will be
  - Clarify what bonuses depend on
- Clarify job being offered
  - Nuts and bolts: hours/week, number and type of call, expected non-clinical contributions, dedicated admin time

Benefits

- Vacation
- CME time
- Sabbatical
- Health Insurance
  - How much are you expected to contribute?
- Dental/Vision Insurance
- Life Insurance
- Retirement Plans
- Benefits for domestic partner, spouse, children
- Reimbursements
  - Board exams
  - Medical license
  - DEA
  - CME/Education funds
- Leadership and/or skills development opportunities
- Maternity/Paternity policy
- Loan repayment
- Housing
- Tuition benefits for dependents
- Malpractice Insurance
  - Insurance that covers you while you are at a practice
- Tail Insurance
  - Insurance that covers you after you leave the practice
  - Ex: Patient sues you and/or practice 5 or 10 years afterwards when no longer there
- Benefit packages are very important!
  - May represent 1/3 of your overall compensation

Part-Time Work

- Very common, especially in pediatrics
- FTE = Full-time equivalent
  - Often considered 36-40 hrs/wk
- Part-time = anything less than full-time
  - Ex. 0.5 FTE (or 50%) typically 18-20 hrs/wk
- Pay attention to what benefits you are eligible for
  - Often you need to work ≥ 50% time to get any at all; can range from none to 50% to full
- Many places have contracted, non-contracted opportunities (extra help, etc)
Deciding on Offers

- Take a deep breath... think about it
- Talk about it with family and friends
- Talk about it with trusted mentor/advisor
- Consider negotiating your contract
- Consider having a lawyer review the contract

- Do NOT feel like you are “locked in” for life when you accept a job offer. Life changes.
  - It’s ok if after 1-2 years, another opportunity comes or you feel like no longer a good fit

Contract Negotiation

- Fair Market Value
  - See what people in the area, in similar practices, are paying for MDs coming out of residency
- Different organizations have different expectations
  - Some don’t do any negotiating, others expect it
- Things that are negotiable:
  - Job specifics, percent FTE, salary
- Usually non-negotiable:
  - Non-compete clauses (can’t work for other organizations at the same time), benefits
- If people say “best and final offer”, it is usually true

Contract Negotiation

- Typically have at least 2 weeks to decide on your offer
  - Acceptable to ask for expected timeframe if not provided one
- Balance: knowing your bottom line and what you are willing to “bend” on
  - Do NOT feel pressured to take the 1st job offer if it’s not a good fit for you

After You Have Accepted the Job....

- Lots of paperwork!
  - Medical Licensure
    - If moving states, apply ASAP
      - Can take up to 9 months
      - Can make you look like a more serious applicant if started process before/during search process
  - Credentialing paperwork
    - Keep photocopies
    - Follow-up with credentialing office to verify everything being processed to not delay start date
Questions?