Career Development Series:
Primary Care- Jobs & Fellowships

Lahia Yemane, MD
Associate Program Director, Advising and Career Development

February 13, 2018

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
  - “Managing Your Career” Section
    • Job Search Process
    • Job Seeker: Tips on Interviewing
    • Negotiating an Agreement
  - Setting Up A Practice
- AAP PedJobs: http://jobs.pedjobs.org/
  - Also links to resources for CV/Cover Letters, Interviews, etc
- Academic Pediatric Association (APA): Academic Gen Peds Fellowship http://www.academicpeds.org/
- Stanford Pediatric Career Development Website
  - Includes job listings!
Primary Care Considerations

- Academic vs Community setting
  - Small vs large practices
- Clinical work, research, education, advocacy, policy, QI
- Specific clinical duties (outpatient, nursery, inpatient, ED consults)
  - **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

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
  - Interview
- Winter-Spring
  - Receive & consider offers; possible negotiations
  - Decide

Exposure to Different Settings

- Continuity clinic sites
- Urgent care
- Electives
  - Community Pediatrics: allows you to visit multiple primary care sites in Bay Area, customizable
- Away Rotations
- Informational Interviews/Shadowing
- Career Panels
- National Conferences
  - AAP
  - PAS, regional APA

Website updated...more to come!
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, 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 Academic General Pediatrics 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 an Academic General Pediatrics 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

Academic General Pediatrics Fellowships do not go through ERAS (ie, do not have a set application date or match date). There is a lot of variability and positions are reliant on grant funding (ie, 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

Cover Letters

• Purpose
  – Introduces you to the employer
  – Identifies what type of job you are seeking (ie, 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
  – At least 11 point font
  – Have multiple people review, no grammatical errors!
• Components
  – Education & Training (**reverse chronological order)
    • Residency
      – Stanford Pediatrics Residency Program
      – Scholarly Concentration: XX
      – Continuity clinic:
Curriculum Vitae (CV)

- Licenses and Certifications
  - Pediatric Board (Board Eligible)
  - Medical Board of CA
  - DEA, PALS, NRP
- Special Skills
  - Languages spoken
  - Procedures: ex, circumcisions

References

- Total: 3-4
  - 1 from Program Director or Associate Program Director
  - 1 from Continuity Clinic (+/- outpatient rotation)
  - 1 from scholarly concentration project mentor
  - Best letters come from people who know you well
  - When asking someone for a reference, be sure to ask if he/she can provide a strong recommendation on your behalf
    - Out of courtesy, ask early!
    - May ask you to provide them your CV, cover letter
    - Provide reference names, contact information (email, phone) at same time as you send CV and cover letter

Reference from PD

- To request,
  - Send email to PD and Michelle Brooks
  - Also, fill out link: https://stanforduniversity.qualtrics.com/jfe/form/SV_cAuMPdjoGwhApL?rid=MLRP_bf0prlg65QVAt7&Q_CHL=email
  - Request must be 6 weeks ahead of due date

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 with mentors, advisors, APDs

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 (i.e. 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

**Benefits**

- 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?