

From Residency to Practice:

Communicating

- ✓ Who You Are
- ✓ What You Bring
- ✓ Where You Want To Go

Agenda

- Preparing a CV
- Introducing yourself via a cover letter
- Finding the right group
- Overview of resources
- Preparing for the interview
- Interviewing
- Saying “thank you”
- Making your decision
- Reviewing your contract

Preparing a CV

- List all your contact information: Home, pager and work numbers; e-mail
- Start with your educational background (list most current first)
- List all relevant work experience, licenses/certifications and professional affiliations

Preparing a CV cont...

- Highlight honors, awards and personal interests
- Include three professional references with your CV (Director of your program, faculty, colleague, nursing)
- **Keep it short and focused**



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Personal
Home: 1235 NE 47th Avenue, Portland, OR 97213
 (503) 215-6389
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 (360) 555-1212
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Education
Family Practice Residency 2004-2006
 Southwest Washington Medical Center, Vancouver, Washington
Doctor of Medicine 2001-2004
 Oregon Health and Sciences University, Portland, Oregon
Bachelor of Science 1998–2001
 Biology, with Honors, University of Washington, Seattle, Washington

Employment/Volunteer Work
Kaiser Permanente 2005-2006 - Portland, Oregon
 Locums coverage of Urgent Care Clinic
Our House 2006 - Portland, Oregon
 Physicals and treatment

License/Certifications
 Currently licensed in States of Oregon and Washington
 Board Eligible – American Board of Family Practice 2006
 Advanced Cardiac Life Support (ACLS)


Professional Affiliations
 American Society of Family Medicine
 Physicians for Social Responsibility
 Medical Society of Clark County

Honors
 Alpha Omega Alpha Honor Society
 Resident of the year – 2005
 Teacher of the year – 2006

Personal Interests
 Golf, traveling, culinary arts, and being with my wonderful wife, Mary, and our two daughters, Natalia (13) and Isabella (9).

Professional References

1. David Ruiz, MD – Family Practice Residency Director
 (360) XXX-XXXX (direct line)
2. Michael Cooper, MD – Faculty / Advisor
 (360) XXX-XXXX (direct line)
3. Sherrie Mills, RN – Director of Nursing Services
 (360) XXX-XXXX (direct line)
4. Milton Graiss, MD – Urgent Care Medical Director
 (503) XXX-XXXX (direct line)



Introducing yourself

- **A cover letter should:**
 - Tell the reader a bit about who you are
 - Provide both personal and professional links between you and the job you are seeking
 - Explain why you are the best fit
 - Share your vision of the ideal practice setting
 - Tell the reader why you want to practice in Oregon (or whatever location you have chosen)

Name
Address
City, State Zip



Dear []:

It was a pleasure speaking to you this morning. I am attaching a copy of my CV for your records.

Currently, I am working in both a private practice setting as well as with a large group organization. I hope to relocate later this year, with an ideal start date of late November to early January 2006.

Ideally, my practice settings would be: an outpatient family medicine practice with some inpatient work and OB; a location within commuting distance from Portland; and a work environment that would provide the administrative support and healthcare resources for comprehensive patient care. I have a love of the Portland area and many family members who also live there. I know that it would be a great place to practice family medicine.

Thank you for your time and attention to this matter. I look forward to speaking with you in the near future regarding opportunities at Providence. Please feel free to contact me if you need additional information.

Sincerely,
Name

Name, MD
Office: Phone
Mobile: Phone
email: address



[Name]

I am a third year Family Practice Resident that will be finishing my residency March 31, 2007. Currently, I am looking for a position in Family Practice Medicine in the Pacific Northwest. I have been to Portland many times, and believe it to be a city that is very livable not to mention the surrounding beauty and outdoor activities.

I will complete my residency three months early due to the dual accredited internship I fulfilled with the Henry Ford Health System in Detroit, Michigan. The internship was accredited by both the American Osteopathic Association and the ACGME. When I applied to Riverside Methodist Hospital in Columbus, OH for residency they received approval from the ABIM to count three months of the training I received in Detroit. I chose to repeat my internship year when I chose to attend Riverside Methodist Hospital for a Family Practice Residency.

Attached is my CV in Microsoft Word format. Thank you very much for your time. I look forward to hearing from you.

Sincerely,
Name, M.D.
Address
e-mail
Phone

Finding the right group

- **Mission & values**

- Do they have a mission statement that seems to mean something to them? Are they a financially driven group? Do they serve the poor and uninsured? Are their group values easy to determine?

- **Style/personality**

- Are they Type A? Type B? Good mix? Balance of skills? Cohesive? Patient-centric?

- **Web searches for practice opportunities**

Finding the right group

Web search demo

- <http://www.providence.org/physicianopportunities>
- <http://www.google.com/>
 - <http://www.google.com/search?hl=en&ie=UTF-8&oe=UTF-8&q=physician+opportunities+oregon>
 - <http://www.google.com/search?hl=en&lr=&ie=UTF-8&oe=UTF-8&q=physician+opportunities+washington>

Preparing for the interview

- Do your homework about the organization -- values, size, location of practice opportunities, etc.
- Make a list of all the types of questions you could anticipate in an interview and think through how you would answer them
- The team or individual interviewing a candidate will want to find out how a candidate demonstrates:
 - Clinical skills
 - Interpersonal skills / interacts in a social setting
 - Leadership
 - Production / charting timeliness
 - Values orientation

Preparing for the interview cont...

- **Make a list of questions you want to ask:**
 - Does the clinic or practice seem organized?
 - Clean and professional environment?
 - What are production standards?
 - Are potential practice partners dressed the way you would want to dress? Do they communicate well?
 - Are front office staff friendly and professional? Do they seem happy with their work?
 - How do practice partners demonstrate a values orientation? Leadership style? Excellence in clinical skills?

Interviewing

- Dress smartly in business attire
- Arrive 10 minutes early
- Bring two copies of your CV
- Offer a solid handshake and smile
- Actively engage in dialogue; let your personality show

Interviewing cont...

- Answer questions completely and honestly; but don't ramble
- Be positive, don't dwell on bad past experiences
- Ask good questions and wait for the answers
- You don't need to know everything, but be sure you communicate your ability to learn quickly

Saying "thank you"

- **Saying thank you is as important as all the other steps**
- A handwritten thank you note is the best
- In the note:
 - State your interest and your desire to be a part of the "team"
 - Indicate you will follow up with a phone call in a couple of weeks to see if there is any additional information you can provide

Making your decision

- Do your values and priorities match those of the group?
 - Is it a group culture you will feel comfortable in?
- Shadow one of the physicians in the group
- Evaluate the clinic climate
 - Tense? Upbeat and positive? Busy? Organized?
 - Look at the electronic medical record: Do they have one? Is there Internet access?

Making your decision

- Talk to other physicians in the group (if you didn't have an opportunity during the interview)
 - Are they happy in the practice? How long have they been in the practice? What are production standards?
- Talk to physicians about how their day goes
 - Charting, lunches, phone calls in the evening?
- Ask how call is shared; what your participation will be
- Visit these people in a social setting
 - This will be your new family so make sure you like them!

Reviewing your contract

- **Read your contract carefully!**
- Have an attorney review your contract before signing
- Pay special attention to non-compete clauses or any language that restricts your practice
- Evaluate incentive plans, compensation and benefits against reputable sources such as Medical Group Management Association (MGMA) medians.

Questions?

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