

# Checklist: Crafting the Physician Job Description

*This document is designed to help practice leaders thoughtfully define a physician job description, including requirements, expectations and benefits, prior to recruitment.*

## Specialty:

- Fellowship/subspecialty:

## Length of contract:

## Candidate parameters

- AMG/IMG?
- Visa candidates?
- MD/DO/MBBS?

## Job structure and expectations

- Shift hours (days/times):
- Daily expectations (procedures/responsibilities):
- Daily volume/patient encounters/patient age demographics:
- Inpatient responsibilities?
- Call schedule:

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## Compensation and benefits

- Annual base pay:
  - First year:
  - Second year:
  - Third year:
- Bonus:
  - Type (quality/production)
  - Amount:
  - How often is it paid out?
  - Formula used to determine bonus:
- Sign-on bonus:
- Relocation:
- CME:
  - Time:
  - Amount:
- Vacation/PTO:
- Holidays?
- Malpractice (limits/tail?):
- Partnership? (length of time/buy-in or sweat equity)
- Medical/dental/vision (provider/family):
- Life insurance?
- Disability insurance?
- Retirement (Match? Percentage of match? Length of time for plan to start? Vesting period?):
- Student loan forgiveness/assistance?
- Other incentives?

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## Practice description

- How long has the need existed?
- What has motivated the search?
- How many offices (main/satellite)? Will an incoming provider be working at multiple offices; if so, at what schedule? What's the distance between locations?
- Describe the office (number of exam rooms/office equipment/in-house lab/x-ray/in-house billing):
- Office staff (clinical and non-clinical – nurses/MAs/front desk/billing):