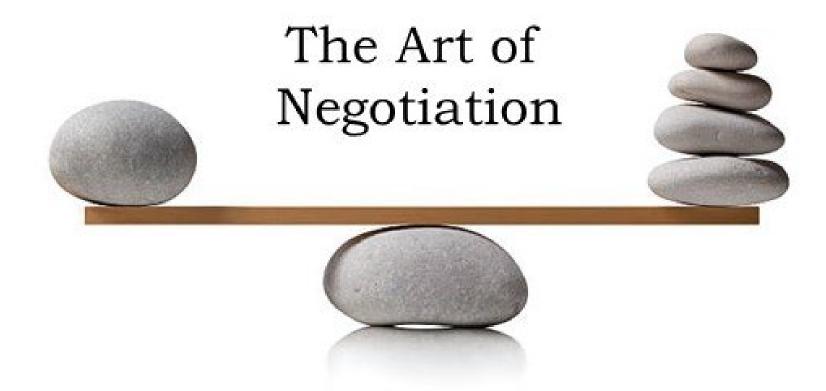


The Art of Negotiation: From CVs to Interviews and Contracts

Christopher R. Hood, Jr., DPM, FACFAS Ross Taubman, DPM, FACFAS

Mike Vaardahl, DPM, FACFAS, Moderator









Presenter Disclosures

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DPMQuestions.com (Division of Edcetera Inc.) – Editor-in-Chief PodiatryContractReview.com (Podiatric Physician Career Services) – Owner, Proprietor

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ABFAS Representative: RRC ABFAS Representative: PRR

Residency Director: NCMC Podiatric Medicine and Surgery Residency

Board Member: Department of Regulatory Agency of CO





The Art of Negotiation: From CVs to Interviews and Contracts

Purpose:

"Building a CV, communicating with prospective employers, and landing the job are challenges that await the foot and ankle resident. In addition, if negotiating and reviewing the contracts are not done well, this could place the new employee at a great disadvantage. This panel will guide us through the challenges of successfully landing the job and all the challenges that face the new employee."





What We'll Cover...

- Application Packet
 - Cover Letter
 - CV / Resume
 - MISC (Logs, License, etc)
- Contract / Employment Agreement
 - Sections / Points
 - How to negotiate / interact with prospective employer
 - Salary
- Professional Liability Protection













Stay Ahead









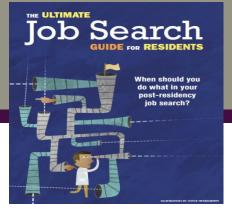
The Career Advancement Resource for Physicians

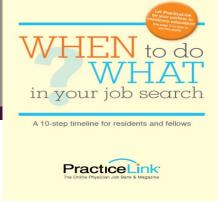
✓ Job search to-do list

Practice types Use this comprehensive list to map out your job search. Assign a target completion date to each item. Which will you pursue? Broadly consider possibilities, and discuss with your spouse or Solo practice significant other. Small group (2 to 5) Finalize criteria for your ideal job and location. Medium sized group (6 to 15, Decide whether to use a recruiter or do your own search. single or multispecialty) Write a CV and a cover letter that can be modified for Large group (15+, single or multispecialty) each submission. Out-patient clinic or urgent care Have CV and cover letter reviewed by trusted advisors for Research position Reach out to anyone you know who might have leads Academic position that match your criteria. Industry position (pharmaceutical, Assemble a list of professional references. device, insurance, etc.) Make a list of possible locations/opportunities to research Administrative position and consider. (such as a medical director) Public health position Register on PracticeLink.com to alert physician recruiters Student health clinic that you're looking for a new opportunity. Government position (VA, military, etc.) Make initial inquiries through a phone call or by sending Locum tenens your CV and cover letter. Arrange to take time off for on-site interviews. ✓ Opportunities Complete phone interviews. Where will you look? Narrow the field. There are many ways to find out where Complete on-site interviews. opportunities exist. Narrow the field again. 1. Talk to your program director and coordinator, Review offer(s) and make a decision. attending physicians and other residents. Have contract reviewed by attorney. 2. Scour a physician job bank, like PracticeLink.com, for leads. Negotiate and finalize contract. 3. Review the ads in professional journals and Gracefully decline offers you decide against. magazines-like PracticeLink Magazine. Employers would much rather hear "no" 4. Talk to recruiters at CME meetings. than "maybe." Secure office space and order equipment 5. Visit websites of hospitals and medical groups in areas you are targeting. Check to see what (if applicable). specialties they are recruiting, get a feel for the Apply for state medical license, professional culture of the organization, and identify who you liability insurance and hospital privileges. should call for more information. Complete paperwork for Medicare and 6. Read your mail. Recruiters still send out postcards and insurance providers. letters to capture the attention of physicians who may Meet with an accountant and/or financial want to relocate. planner. 7. Make use of national, state and local professional Make a separate list of tasks related to organizations to find data, lists of job openings and moving and setting up your practice (i.e., all employment leads.

the details that need attention in the last

few months).





- 1. Start researching job opportunities in the locations where you'd like to live.
- 2. Write your CV.
- Get (establish) references.
- 4. Define your goals and priorities
- 5. Start to actively look for jobs. Prep CV/CL.
- 6. Set and prep for interviews
- 7. Consider each opportunity's practice type, compensation package, and community.
- 8. Have a good site visit / interview.
- 9. Select which opportunity is the best fit.
- O. Negotiate your contract and begin final prejob prep.

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8. Consider working with a search firm.

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Application Packet





Podiatry Today





Are Residencies Really Preparing Doctors for Practice? Lowell Weil JR, DPM (5/4/16)

- "I am flabbergasted at how <u>ill prepared</u> many of the applicants are in their ability to secure a job and worse, how they will be able to survive once they get a job."
- "With the amount of online resources to help guide the creation of these important documents that are the <u>first look at a person</u>, it is surprising that résumés and CVs are so poorly constructed," and are "difficult to read, poorly formatted, not updated, incomplete and just look bad."
- "...the candidate did not take a few seconds to personalize the letter."





(1) The Cover Letter / Letter of Intent

"Generic → Specific"

Create a generic 1-2 versions of the letter, and then make it specific for each job you apply to.

Generic

- Introduction
 - Your Education mostly residency
 - Office based (# patients seen, pre/postwork up, billing skills)
 - Wound Care experience?
 - Hospital based
 - Type of population served (diabetic, wound care, trauma, etc)
 - Extracurricular research performed/presented/published; skills achieved during residency.
 - What you can offer to the practice?

Specific

- Specific. This includes:
 - Who it is for Doctor(s) name / Practices name
 - Podiatry v. Ortho; Academic v. Private/Community
 - Who is the jobs target patient?
 - What can you offer the organization?





(1) Cover Letter

Do's

- Always include unless noted
- Length 1 page
- Same format/header as CV
- Same paper
- Formal, professional language
- Personalize to:
 - Person/hiring manager
 - Job applying for
- Multiple people/disciplines review
- Use Employers "Key Words"

Don'ts

- "Fill the page"
- Submit generic, identical letters
- Repeat/summarize CV in CL. Focus on
 - Enthusiasm for job
 - Excitement for environment
 - Highly unique, qualified skills
- Quantify (#) when possible
- Exaggerate skills/experiences
- Include social media items







(1) Co

- Contact Info
 - Matches C
- (¶1) Introd
 - Mini backs
 - Spark inter
- (¶2-3) "The
 - Set skills a
 - How integ
 - How this "





How to prepare yourself?



• (1) Cover Letter / Letter of Intent

• (2) CV/Resume

- (3a) Professional References
- (3b) Logs (Resident, BQ/BC)
- (3c) State License, DEA, etc.
- Website (?)
- Business cards

- ***Make sure multiple people review each of these items prior to "final publication."
- ***Make sure to update accordingly, often (every 1-2 months take a look).
- ***Have your printed resume, "emailprepped" resume, and/or business cards available at all times!





(2) CV (vs.) Resume (Does it Matter?)

» Both should...

- Tailored for the specific job applying for
- Represent you as best qualified candidate
- Used to get you an interview

Resume

- "Summary" (French)
- Emphasizes skills
- For: industry, public sector
- Length ~ 2 pages per experience
 - Lead with industry experience



CV (Curriculum Vitae)

- "Course of Life" (Latin)
- Emphasizes academic credentials, accomplishments
- For: academia, medical
- Length via experience(s)
 - Education
 - Publications, posters, ppts.
 - "Detailed"

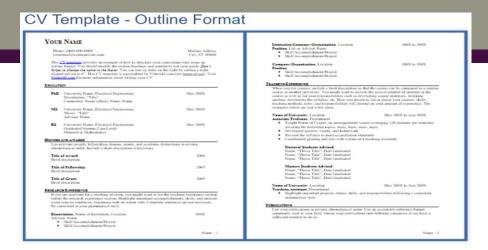




(2) The CV

- Purpose to "sell" you; highlight personal/professional success;
- "Brag about yourself" with achievements (that are relevant) not every experience is appropriate;
- Include most recent/relevant information
 - Achievement-like manner (reverse chrono.)
- Organized; format/layout; uniform
- Update every 2-3 months ("achievement log");
- Paper should match online profile (LinkedIn, etc.)
- Templates online







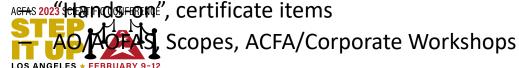


(2) The CV

- » Header
 - Name, address, phone, email
 - Mirrors your Cover Letter, other documents
- » Education
- » Residency / Fellowship Training
 - Name, Year/Matriculation Year, Location, Type (PMSR/RRA)
 - 2-3 bullet points of program highlights
- » Employment
 - Relevant to medicine (prev. practice?), last X#-years
- » DPM Licensure* (w/ dates)
 - State (Current / Pending)
 - NPI, DEA (?)
 - DPM Board w/ Status (BQ/BC)
- » Advanced Training/Workshops/Courses

- » Research Projects / Posters
 - Where presented? Awards?
- » Publications
 - Citation, bold name, PMID?
 - Pending work? Note it!
- » Professional Development Workshop/Courses
 - "Hands-off" items
 - APMA, ACFAS, PPMA/Goldfarb, Local lectures (legitimate/authorized ones)
 - Highlight if lectured, poster, award, etc.
- » MISC
 - Previous employment (?)
 - Professional associations w/ positions (?)
 - Volunteer
 - Skills (?); Languages (medical proficient)
 - Personal/Prof. Interests (?) "professional", 1 2 words per, 3-4 total

American College of



(2) The CV – MISC ITEMS

- Header for CL/CV (and any other document) should match
- Photo(-a-no-no)
 - Debated, but NO
- Personal Interest
 - Debated; often discouraged
 - Interview talking points?
- References
 - Keep separate
 - You control who is contacted;
 - Notify references of pending contact
 - "Prof. ref. by request"*

- Make sure you know the CV and can give a 1-2 sentence explanation for any item on it, if asked.
- Fonts, Style, Bullets
 - Want to have it "look" appealing, structured, layered, but not "fancy" or "gimmicky" with color, graphics, images, etc.
 - Uniform style across all sections;
 - Footer w/ page number (Hood-1)
- File name "professional" for e-mail
 - "Hood CR CV (v.2.23.2022)"
 - PDF format





Other Items

(3b) Logs

- Keep logs up to date;
 - Daily, weekly
- Know when meet minimums;
- Know cases you wish to highlight #-wise;
 - Forefoot elective
- Know what cases reflect your <u>true</u> <u>experience</u> and future <u>surgical</u> <u>desires</u>

(3c) Licenses

- Start the application process early
 - Redundant items collect and organize
- Ask others about the (length of the) process –
 - Rolling (vs.) Scheduled licensure process
 - Exam (vs.) \$-fee
- Better (?) to have license when applying for a job





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Contract / Employment Agreements





Where To Look For A Job?



• Websites:

- APMA, ACFAS, Pod Job Success, Podiatry Management, Podiatry Exchange, Pod Today, AAPPM, AOFAS, AOFAS, JAMA, DocCafe.com
- Local State Organization Websites
- School Websites (Kent, NYCPM, Scholl, Temple)
- Monster, Indeed, Glassdoor, HealtheCareers.com, Craigslist
- Recruiters* (search for this; get on "lists")

Word Of Mouth:

- Keep your ear to the ground.
- Mentors, attendings, family/friends, device reps
- Conferences (APMA, ACFAS, State Mtgs)









Interview Prep



"It takes a hiring manager roughly 10 minutes to form an opinion on a job seeker during an interview."

- Research "them" the company; the interviewers
- Research "you" is this place for you?
- Review how you presented yourself (CV)
- Dress business formal (vs.) casual
- Questions come with them!
 - Culture, team, roles, responsibilities
 - Resources, equipment, daily practice items



"Companies aren't just making a decision based on how you answered questions in an interview. They are evaluating how you were throughout the entire process."







The Contract – Sections



Compensation

- Base (+) Productivity, Bonus*, Incentives
- Metrics/targets (wRVU?)
- OVs + Procedures ..+ DME?... + XRs?...+ "Products"?
- Term and Termination
 - Year, multi-year; renegotiation terms; <u>renewal</u> <u>terms</u>; bonus \$-terms
 - Duties Office, WCC, NH
- PTO/Vacation & Leave Days
 - Vacation (vs.) sick (vs.) CME
- Benefits
 - Medical & life insurance, 401k
 - Ancillary Bonuses
 - Employee Business Expenses (CME, phone/car)
 - Moving Expenses (?)
 - Sick/Disability

- Clinical Duties (scope; loc.)
- Professional Liability Insurance
- Restrictive Covenants
 - Confidentiality (to the organization)
 - Restrictive duration/region/centers, etc.
- Co-ownership
 - Path to partnership defined; shares
 - Surgery Center? Real Estate?
- MISC Provisions
 - Tail Coverage (\$?)
 - What goes to your "bottom-line"
 - Fees (who pays?)
 - Sign-on Bonus
- Intellectual property
- Consulting (1099-income)



Google – "Physician Employment Contract Guide" (pdf re: ACP; Columbia Med)



The Contract



Get it in writing

- Consider what is most important to <u>you</u>
 - Wants (vs.) Needs; Bargaining points
 - "Trading chips"
- Start high, but not unreasonably high
- (Almost) Always ask for it at worst, you'll be told "no"
- Get everything in writing email AND final contract
 - "Not documented, didn't happen"
 - Ask questions in email fashion → Discuss in person / over the phone → Re-cap email from employer
 - (+) Contract adjustments

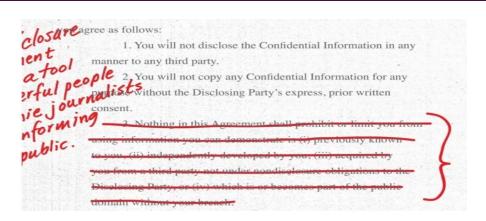


Lawyer-Up

This Agreement, All periors select accommodate the parties with respect to the selection of the parties with respect to the selection of the commodate and the commodate and the commodate and prior negotiates and bold teaming the commodate and prior negotiates and bold teaming the commodate and prior negotiates and bold teaming the commodate and prior negotiates and prior negotiates and prior negotiates and prior negotiates are negotiates and support negot

- They will rip-apart the contract...
 - ...because you are paying them to do so.
- Consider what is/not important to you when re-negotiating with employer
- Level of Involvement
 - Contract Review;
 - Negotiation;
 - \$\$\$ FFS (vs.) Hourly
 - Contract Review = \$500
 - Hourly Rate \$350
- Make sure employer has used a

lawyer for contract creation.





Final Justification



Decide what you are/not comfortable with in the contract...

Photographer: are you comfortable with

nudity?

Her: yeah

Photographer: excellent



The <u>attorney</u> gives you the <u>advice</u> → YOU make the decisions





Salary



- Google
 - "podiatry salary 2015" = median \$183k
 - "starting salary podiatry" = range \$68k-\$118k
- The Best Healthcare Jobs in 2015 (Forbes)
 - Median = \$116,440; #9
- US News Report (2019)
 - \$127,740 (median)
- Salary.com
 - Median = \$188k (\$155k-\$250k)
 - Philadelphia = \$196k
- *Bureau of Labor Statistics (May 2015)
 - Median = \$119k (75% = \$171k)
- ACFAS
 - Median = \$174k (\$85k-\$348k); n = 473
 - Age (20-35) = \$155k











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3	Comp																			
4	Podiatry: General	147,669.40	151,690.79	153,382.60	155,595.27	158,092.26	160,772.34	163,457.98	164,696.06	169,899.98	170,402.72	172,947.66	173,531.3	6 174,951.29	176,673.38	181,116.09	183,882.86	185,691.09	188,176.19	189,69
	Podiatry: Surgery-Foot			,											•					
5	and Ankle	180,572.60	188,915.18	193,462.16	195,195.36	197,554.77	200,025.16	201,638.43	208,161.76	209,433.90	212,596.00	215,338.27	217,727.2	7 218,763.92	221,493.59	222,600.83	223,879.00	226,036.48	228,592.76	232,36
	Orthopedic Surgery: Foot																			
6	and Ankle	320,280.80	334,956.32	336,509.71	355,229.22	359,723.08	362,474.24	368,617.45	372,324.10	378,085.16	394,072.01	401,373.74	402,880.4	0 413,943.88	418,705.45	419,343.28	419,956.78	421,338.41	436,534.39	442,55
7																				
8	wRVU Rate																			
9	Podiatry: General	31.81	32.73	33.40	33.77	34.81	35.08	35.86	36.49	36.82	37.67	38.19	38.3	9 38.70	39.20	40.15	40.72	41.57	42.13	4
	Podiatry: Surgery-Foot																			.
10	and Ankle	34.76	35.74	36.62	36.83	37.56	38.02	38.26	38.40	38.51	38.89	39.07	39.3	5 39.87	40.15	40.39	40.88	41.56	41.83	4
	Orthopedic Surgery: Foot																			.
	and Ankle	38.85	39.25	40.19	41.72	42.02	42.83	44.02	44.18	44.50	44.90	45.31	45.6	1 46.78	47.96	48.85	49.20	49.43	49.90	5
12																				,
	Encounters																			
14	Podiatry: General	1,980.80	2,254.51	2,276.92	2,589.26	2,704.24	2,739.30	2,774.24	2,831.07	2,944.78	3,004.59	3,062.60	3,100.4	6 3,121.32	3,150.94	3,205.72	3,226.75	3,287.68	3,378.84	3,45
4.5	Podiatry: Surgery-Foot	2450 22	2 400 55	2 220 55	2 272 74	2 202 22	2 220 25	2.445.00	2 550 75	2.557.50	2.552.22	2.577.00	2.502.5	2 664 22	2.750.00	2 022 55	204435	2.004.55	2 024 27	
15	and Ankle	2,160.30	2,180.68	2,229.56	2,273.71	2,302.38	2,339.25	2,445.00	2,550.75	2,557.60	2,562.30	2,577.00	2,593.4	5 2,661.92	2,750.28	2,833.88	2,914.25	2,981.86	3,034.97	3,08
16	Orthopedic Surgery: Foot and Ankle	2,927.30	3,043.13	3,081.20	3,109.55	3,137.90	3,165.35	3,188.84	3,212.33	3,235.82	3,254.24	3,267.20	3,280.1	6 3,293.12	3,348.71	3,416.48	3,484.25	3,552.52	3,627.04	3,70
17		2,927.30	3,043.13	3,001.20	3,109.55	3,137.90	3,103.33	3,100.84	3,212.33	3,233.82	3,234.24	3,207.20	3,200.1	3,293.12	3,340.71	3,410.48	3,404.23	3,332.32	3,027.04	3,/(
	wRVU										 	 		+						-
	Podiatry: General	2.928.13	3.003.64	3.037.45	3.104.02	3,142.00	3,204.98	3,230.48	3,251.84	3.317.95	3,438.52	3,531.95	3,595.3	9 3,671.59	3,800.00	3.850.20	3.951.32	4,010.50	4,053.50	4.10
13	Podiatry: Surgery-Foot	2,520.13	3,003.04	3,037.43	3,101.02	3,112.00	3,201.30	3,230.40	3,231.04	3,317.33	3,130.32	3,331.33	3,333.3	3,071.33	3,000.00	3,030.20	3,331.32	1,010.30	1,033.30	,-
20	and Ankle	3,519.73	3,532.70	3,598.52	3,649.47	3,749.80	3,832.31	3,863.80	3,875.88	3,960.38	4,108.23	4,147.07	4,203.7	4,277.96	4,335.34	4,367.76	4,531.17	4,652.07	4,743.10	4,76
	Orthopedic Surgery: Foot			-		i '									-					
	and Ankle	5,095.00	5,295.67	5,514.91	5,682.01	5,793.08	5,911.03	5,960.16	6,301.21	6,547.03	6,617.70	6,740.51	6,795.1	6,902.72	7,056.53	7,214.44	7,299.00	7,309.38	7,350.03	7,42
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What I've Heard About Salary



- All anonymous contracts:
 - Fellowship = \$50k-\$60k
 - Jobs
 - \$70k base; 30% over \$240k
 - \$80k base; 30% over \$240k (3x salary)
 - \$80k base; 40% over \$160k (2x salary)
 - \$90k base; no bonus; inc \$15k q2 years x2 cycles; partner consideration
 - \$100k base; 30% over \$300k (3x salary)
 - \$105k base; no bonus; re-negotiate in 2 years
 - \$110k base; 30% over \$330k
 - \$250k base; no bonus (Hospital, Community mid-west)
 - \$300k base; no bonus (Hospital/Academic Ortho)
 - Collections Direct 25-40% straight (draw-period?)



REMEMBER THE TOTAL BENEFITS PACKAGE





Salary



"Private Practice"

- Consider low starting, ∴ low threshold for bonus
 - Run the numbers
 - Salary; Bonus at 30% of 3x Salary
 - Ex Salary and Net/Collect \$350,000 for practice:
 - \$80,000 → \$110,000 x 30% = \$33,000 = = \$113,000
 - \$100,000 → \$50,000 x 30% = \$15,000 == \$115,000
 - \$120,000 → (-)\$10,000 x 30% = \$3,000 == \$120,000 OR \$118,000
 - Graduated Compensation
 - Ex. \$300-\$350k = 30%; \$350-\$400k = 35%; +\$400k = 40%

Hospital / RVU Based

- How does your \$/wRVU, target metrics compare?
 - Incentive above the target?
 - What counts towards wRVU?
- Is it obtainable?
- What happens if/when you do not reach the target?
- Ex. \$40/rWVU w target 4000
 - Salary = \$160k
 - Various permutations





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Professional Liability Protection





Professional Liability Protection 101

- How Often Does a DPM Get Sued?
- How Often Does the Patient Win?
- What Happens if the Verdict is Above My Policy Limits?
- Can My Personal Assets Be at Risk?

- Types of Malpractice Coverage
 - Claims Made vs. Occurrence
- Limits of Liability
- Other Coverages
 - Administrative Defense
 - Cyber
 - Supplemental Payments





Tail Coverage

- Why Might I Need This?
- Tail Provisions of the Contract Do I need tail coverage and Who Buys the Tail if I Leave?
- If I go to another practice, what options do I have for nose coverage
 - Would my new employer pay for my tail?





Final Thoughts





Thank You!

 Mike Vaardahl, DPM, FACFAS, Moderator

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- PodiatryContractReview.com
- FootAnkleResource.com



