

## **Pre-Employment Checklist**

Please use the following check list to remind you of important issues to consider when searching for a job, interviewing, and writing an employment contract.

### **PRACTICE ISSUES**

#### **Hours / Locations**

- Number of office locations?
  - Will PA work in all locations?
- Regular Hours of Operation?
  - Expected number of hours of work per week?
- On-call schedule: Flexible?
  - By phone or meeting patient?
  - Have to go to office, ER, nursing home?
  - Has compensation for these been clearly specified?
- How will holidays be covered?
- Weekends begin and end at what time?
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#### **Responsibilities**

- Type of work the PA wants to do?
  - Physician's expectations of what PA will do?
- Expected number of patients to be seen each day?
- How will the physician and PA interact?
  - How will supervision be provided?
  - Availability of physician?
- Relationship to others in the office?
- Other responsibilities in the practice?
  - Quality assurance, in-service training
  - Development of policies/procedures
  - Handling of Equipment
  - Supervisory Roles
- Number of hospitals where physician is privileged?
  - Will PA be privileged there too?
  - PA's hospital responsibilities?
  - Is hospital committee work required? Possible?
- Number of nursing homes where the physician follows patients?
  - PA's nursing home responsibilities?

## **LEGAL ISSUES**

- Necessary paperwork filed with the state licensing board?
  - Who is responsible for submitting paperwork?
- State statute / regulations reviewed with the physician?
  - Rules / regulations and “gray areas” discussed?
- Nursing home regulations reviewed?
- Probationary period?
- Written contract provided?
- Physician’s malpractice policy type and coverage reviewed with PA?
  - PA’s malpractice policy type and coverage discussed and acquired?
  - Is tail coverage provided, if needed?
- Provision in contract for re-negotiation in event of expanded responsibilities, workload increase, reduction in services, etc.?

## **BUSINESS / BENEFITS**

### **Insurance**

- Malpractice coverage—types, limits of liability?
  - Personal, AAPA endorsed occurrence policy?
  - Personal claims made policy with tail coverage?
  - Rider on physician’s policy?
- Health insurance provided? For dependents?
- Dental insurance provided? For dependents?
- Life insurance?
- Disability insurance?

### **Leave**

- Annual leave?
- Name of each paid holiday?
- Sick leave?
- Family / maternity leave?
- Unpaid leave policy?
- Number of paid jury days?

### **Professional Expenses Covered**

- Certification exam expense?
- Recertification exam expense?
- Annual PA conference expense?

- State Chapter CME conference expense?
- CME program expenses?
  - Dollar amount available?
  - Number of paid days off for CME?
- AAPA annual membership dues?
- PSPA annual membership dues?
- Professional activity in local, state, and national PA organizations permitted?
- Coverage of malpractice insurance?
- State license/ certification fees?
- Credentialing fees?

## **Compensation**

- Hourly wages or base salary?
  - How often paid?
  - How often reviewed?
- Partnership available?
- Bonus plan available?
- Profit sharing available?
- Pension provided?
- Additional compensation for on-call?
- Reimbursement of expenses?
  - Travel to hospital, nursing homes, between offices or distant offices?
  - Professional equipment?
  - Moving expenses to start new job?