



Selecting the right provider for your practice is an important decision for your community.

You must consider many factors. Some factors will be measurable and distinct; others are more difficult to assess.

You must stay focused on what is most important, over time. As you make your decision remember to look beyond surface issues and resolve any conflicts before a decision is made.

Hopefully this information will help you to organize the criteria you and your community need to consider

Describing your Practice...

You and your committee need to gather information which is important to a candidate.

Start with practice specifics as listed below and then...add information as listed on the reverse side of this page.

Practice Specifics

- ✎ Number of hospital patients
- ✎ Office hours/week
- ✎ Call coverage(OB required?)
- ✎ Patient education opportunities
- ✎ Ratio of primary care physicians to population
- ✎ Teaching/research opportunities
- ✎ Acceptance by other providers
- ✎ Distance from other providers
- ✎ Referral systems in community

As you select a provider remember...

Start early, this is not always possible but will give you the best results. This is particularly important if you want a provider early in his/her career.

Involve your “community” from the start. Identify and establish a recruitment committee and coordinator.

Define your practice, write out what a candidate would want to know about the practice and your community.

Establish your priority criteria before any interviews and evaluate your criteria after each interview.

Investigate all likely candidates then screen and eliminate those who do not meet your expectations.

Be candid about expectations before a visit is arranged. As you plan the visit involve a broad representation of your community. Involve the candidate in the itinerary planning.

Listen to your feelings during the visit, you need *both* sides of your brain to decide if this is the right candidate.

Take time to make a decision. After the visit review all notes, thoughts and feelings. Clarify any concerns and questions.

Negotiate honestly and thoroughly. Share your expectations but be willing to compromise.

Send a written agreement with your candidate before they leave.

- ✎ Recent entrance/exit by other providers
- ✎ Licenses required (e.g. if building a new office any county/city permits required?)
- ✎ Wage or salary guarantee
- ✎ Buy-in” possibility
- ✎ Benefits:
 - CME,
 - holidays
 - professional memberships
 - insurance
 - malpractice
 - health, disability, life
 - vacation,
 - retirement

Describing More About Your Practice and Also Your Community

You and your committee need to gather information important to a candidate such as...

PRACTICE MANAGEMENT

- ✎ Philosophy of practice
- ✎ Voice in practice management
- ✎ Work Environment
- ✎ Personnel and financial policies
- ✎ Training/quality of provider staff
- ✎ Staff evaluation system
- ✎ Adequate number and quality of support staff,
- ✎ Fee schedule
- ✎ Medical records system
- ✎ Patient flow

HOSPITAL ISSUES

- ✎ The time & process for obtaining hospital privileges. Is there an application fee (if so, how much)
- ✎ Adequacy of facility (e.g.)
 - the facility size— # of beds
 - facility equipment
- ✎ Management
- ✎ Relationships (administration to staff to community)
- ✎ Board's understanding of their community & its health care needs

Washington Recruitment
Group
doh.wa.gov/hsqa/ocrh
1-877-776-1824

Matching the right practitioner

Remember

...You are not just recruiting a provider you are recruiting an entire family. You will need to put together a packet of information that is not simply practice related. The Recruitment Committee needs to have available or needs to discuss what they would like to have available.



COMMUNITY INFORMATION



Recreation information. Know the ages of each family member and their hobbies. This will allow you to put together information relevant to the candidate and each family member. This information can be gathered during your initial phone interview or as you call on the itinerary planning.

Religious needs. Have the basic information on the various denominations in your community. But also be prepared for questions on how your community's acceptance of different social/political/religion beliefs.

Intangibles are also important.

Something as simple as:

- "Does the neighborhood have a good feel?"
- Is there an appropriate peer group for each of the family members? If not immediately in your community how about nearby?

Finding appropriate work for spouse/partner may be the selling point you need to make your community more attractive than another. Or perhaps the spouse/partner is more interested in volunteering. If so find out what groups or organizations and make a connection.

Schools and Adult Education Availability

- ✎ Secular and non-secular schools and child care
- ✎ Types of child care and age groups
- ✎ What are the teacher to child ratios?
- ✎ Can special needs of children be met, either gifted or special education?
- ✎ Describe how parents participate in the schools
- ✎ Don't forget adult education needs. Are there Community Colleges or off-campus programs from our various State Colleges/ Universities. Gather information about anyone who might car pool to a nearby College or University that offers 4-year or graduate degrees.



Remember.....YOU want the candidate and family to learn why YOUR community is special and you want them to return and become a part of your home.