

PATHWAY TO PRACTICE



Dr. Tara Lee,
Family Physician,
Swift Current SK

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Access the online guide here:



INTRODUCTION

You've finished medical school, you're in residency training, and you're ready to take your career to the next level. There are many things to consider. Where should you begin? This is a common question at this stage of your career.

Pathway to Practice will help you one step at a time. Each section has tasks you should consider as you move closer to commencing practice. While some of the tasks happen immediately, getting started will help reduce stress as you move closer to the first day of practice.

It is important to remember that this is not an exhaustive or extensive "how to" manual; there are many options for you to consider as you move through the remainder of your residency. This document will help you complete some of the more notable steps and alert you to new ones along the way.

saskdocs, our colleagues in the Saskatchewan Health Authority (SHA), and our partners are here to help guide you through residency and transitioning into practice. Please remember, we are here to help! Begin your journey to practice in the beautiful province of Saskatchewan. Contact us at info@saskdocs.ca or phone (306) 933-5000 and let us connect you with the right opportunity today.



PATHWAY TO PRACTICE - THE CHECKLIST

24 MONTHS FROM COMPLETION OF RESIDENCY

TIMEFRAME	TASKS
24-18 months from completion of residency	<ul style="list-style-type: none"> <input type="checkbox"/> Create or update your saskdocs profile <input type="checkbox"/> Create and upload curriculum vitae (CV) to your saskdocs profile <input type="checkbox"/> Contact saskdocs for a career planning session <input type="checkbox"/> Build networks, explore communities, and discover opportunities through the Saskatchewan Electives Support Program <input type="checkbox"/> Review your Return of Service (ROS) agreement obligations (if applicable) <input type="checkbox"/> Contact the Saskatchewan Medical Association (SMA) regarding your SMA/Resident Doctors of Saskatchewan life and disability insurance <input type="checkbox"/> Review Pathway to Practice: Finding Your Perfect Opportunity (Page 13)
18-9 months from completion of residency	<ul style="list-style-type: none"> <input type="checkbox"/> Apply for opportunities through your saskdocs profile <input type="checkbox"/> Discuss potential practice opportunities and attend site visits with communities and practices <input type="checkbox"/> Contact the SMA to review, negotiate, and finalize contract offers <input type="checkbox"/> Obtain financial, insurance, and legal advice
9-0 months from completion of residency	<ul style="list-style-type: none"> <input type="checkbox"/> Apply for licensure with the College of Physicians and Surgeons of Saskatchewan (CPSS) and complete paperwork to obtain a billing number and set up direct deposit <input type="checkbox"/> Contact the SMA to update membership and contact information <input type="checkbox"/> Learn how to bill – take Medical Services Branch (MSB) online billing courses <input type="checkbox"/> Contact the Canadian Medical Protective Association (CMPA)
After residency and prior to starting practice	<ul style="list-style-type: none"> <input type="checkbox"/> Apply to become a member of Practitioner Staff with the SHA and obtain privileges <input type="checkbox"/> Register for Electronic Health Record (eHR) Viewer account <input type="checkbox"/> Contact the Saskatchewan Electronic Medical Record (EMR) program for setup and usage <input type="checkbox"/> Apply for the CMPA Reimbursement Fund <input type="checkbox"/> Participate in professional development opportunities <input type="checkbox"/> Seek advice regarding incorporation

24-18 MONTHS FROM COMPLETION OF RESIDENCY

Create or update your saskdocs profile

It is recommended you create and update your saskdocs profile as soon as possible. If you need help creating or accessing your profile, please contact saskdocs.

By completing your saskdocs profile you will:

- Receive new job notifications, newsletters, information on upcoming events, and recruitment and retention initiatives;
- Be able to apply directly online to career opportunities throughout Saskatchewan;
- Have access to community practice profiles that provide you with a general overview of health care services in the community. If there isn't an opportunity currently posted in a community you're interested in, you can submit an expression of interest for future opportunities posted in that location.

TIP:

Community Practice Profiles are also available at saskdocs.ca. You can express interest in a community even if there isn't a position available at the time!

Create and upload your CV to your saskdocs profile

Creating a CV is critical for highlighting your education, experience, research, awards and accomplishments related to your professional medical career.

You may also want to review programs and resources for preparing CVs, including tips for writing cover letters offered by the [University of Saskatchewan Student Employment and Career Centre](#).

TIP:

A cover letter is highly recommended to complement your CV. The cover letter allows you to personalize your interest in a particular opportunity and highlight why you are the most ideal candidate.

▶▶ 24 -18 MONTHS FROM COMPLETION OF RESIDENCY CONTINUED

Contact saskdocs for your career planning

Recruitment specialists want to connect with you. We will help you find resources and programs to support your career aspirations. We can meet with you one-on-one, by phone, or by email.

saskdocs can provide information on:

- Labour market data for Saskatchewan and Canada
- Provincial and Federal initiatives
- Remuneration
- Communities and services
- Demographics
- Opportunities
- Career advising: CV and cover letter review, interview preparations, options for practice opportunities. Samples of CVs and interview tips can be found in Appendices A, B, and C.

Email info@saskdocs.ca or phone (306) 933-5000 to book an appointment.

TIP:

Connect with saskdocs in your first year of residency. Recruiters are here to assist you with your pathway to practice.

Build networks, explore communities and discover opportunities through the Saskatchewan Electives Support Program

The [Saskatchewan Electives Support Program](#) is offered by saskdocs in partnership with the SMA. It may offset travel and accommodation expenses for resident physicians enrolled in training programs in Canada who are pursuing electives in communities throughout Saskatchewan.

The Saskatchewan Electives Support Program provides opportunities to expand your network, explore our amazing province, and experience different practices.

TIP:

Consider electives in communities outside of your training site. Check out the Saskatchewan Electives Support Program to see if you may be eligible for elective cost reimbursement.

▶▶ 24 -18 MONTHS FROM COMPLETION OF RESIDENCY CONTINUED

Review your ROS agreement obligations (if applicable)

If you have signed an ROS as part of your training program, or for a bursary awarded by the SMA, ensure you understand your agreement obligations.

The ROS is administered by saskdocs. Please call or email us at contract@saskdocs.ca with questions regarding your ROS and refer to saskdocs.ca for further information.

TIP:

Take advantage of discussing opportunities with recruiters at conferences and career fairs. Career fairs are a great place to network with colleagues and learn more about opportunities in the province.

Follow up with your contacts to show your interest and thank them for their time.

Contact the SMA regarding your SMA/ Resident Doctors of Saskatchewan life and disability insurance and other membership benefits

During your residency, your SMA life and disability insurance is paid by USask through the Resident Doctors of Saskatchewan (RDoS) collective agreement. Coverage can continue following residency without any medical or financial underwriting. You'll also want to consider increasing coverage to reflect your new income and contract obligations.

Contact: insurance@sma.sk.ca



Dr. Sean Groves,
Family Physician,
La Ronge SK

18-9 MONTHS FROM COMPLETION OF RESIDENCY

Apply for practice opportunities through your saskdocs profile

Make sure your CV and cover letter are tailored to each opportunity.

Continue building your professional network. Many opportunities may be hidden and they are looking for the right candidate—that's you!

Discuss potential practice opportunities and attend site visits with communities and practices

As you explore your future practice opportunities, take the time to learn about the various practice types throughout the province.

Connect with locations to arrange site visits and explore the different communities and practices.

Contact the SMA to review, negotiate and finalize contract(s) or offer(s)

As a member of the SMA, staff are available to support your transition to practice. The SMA is a great resource to help you choose the right practice and ensure you get the best professional advice. The SMA has experts to answer questions regarding contracts, insurance, CMPA reimbursements and much more.

TIP:

Keep your documents in a centralized location such as an online drive to access and update easily. The document collection should include those pertinent to your: certifications, cover letter and CV, education, and licensing.

[Saskatchewan Medical Association \(SMA\)](#)

Phone: (306) 244-2196

Toll Free in Saskatchewan: 1-800-667-3781

Email: sma@sma.sk.ca

Obtain financial, insurance and legal advice

You may also want to consider legal counsel. If so, ensure the lawyer is experienced and familiar with serving medical professionals.

Considerations include:

- Practice management: evaluating practice options, remuneration and payment options, setting up a practice, staffing and office technology.
- Contract negotiation: institutional, academic or private practice, locums, operating room time, remuneration options and research, ROS obligations.
- Financial wellness: Continuing Medical Training (CME), insurance, tax, debt management and accounting.
- Spousal and family needs and well-being.

There are also a number of practice management opportunities and seminars offered by the [Post Graduate Medical Education Office](#), [MD Financial](#) and [CMA](#). Practice management is included in the CanMEDS competencies and is essential for future success as a physician. Topics include contract negotiation, financial wellness, insurance requirements, tax and accounting issues, and various aspects of practice management.

9-0 MONTHS FROM COMPLETION OF RESIDENCY

Apply for licensure with CPSS

Residents nearing the end of their training program who plan to practice medicine in Saskatchewan must apply for licensure with the CPSS and obtain their billing numbers.

College of Physicians and Surgeons
(CPSS)

Phone: (306) 244-7355

General inquiries: cpssinfo@cps.sk.ca

Registration and Licensing inquiries:
cpssreg@cps.sk.ca

TIP:

Start your application for licensure with the CPSS three to four months prior to completing your residency program.

To ensure no delays, select “Share” with CPSS when you upload documents to physiciansapply.ca for Saskatchewan licensure.

Learn how to bill

The Ministry of Health, MSB offers online billing courses for free. Learn how to bill by completing MSB’s comprehensive course that outlines the processes involved in the billing cycle.

This includes everything from submitting and reconciling claims to the appropriate application of the service codes. The course is self-paced so you can stop, save, and resume at any time during a 60-day period.

A current [Physicians Payment Schedule](#) on the SMA website is also required to complete the course.

You can enroll in the course by completing the [self-sign up](#) on the MSB website.

TIP:

The Billing Course will build your confidence and knowledge which will assist you in transitioning into practice.



▶▶ 9-0 MONTHS FROM COMPLETION OF RESIDENCY CONTINUED

Complete paperwork to obtain billing number and set up direct deposit

Once you gain licensure from the CPSS, a notification is sent to the MSB informing them of your license and clinic details. MSB will assign you a billing number and fax the billing agreement to the clinic where you will practice. It is mandatory for you to complete the billing agreement and attach requested documents.

You can contact a MSB caseworker at (306) 798-0013 for further questions about your billing number.

Contact the CMPA regarding liability insurance

The CMPA provides advice and assistance when medical-legal issues arise. They also have a number of resources available to help manage risk and contribute to safe medical care. Call the CMPA four to five weeks prior to completing your residency to inform them of your completion date and the change to your work code.

[Canada Medical Protective Association \(CMPA\)](#) Toll Free: 1-800-267-6522



AFTER RESIDENCY AND PRIOR TO STARTING PRACTICE

Apply to become a member of Practitioner Staff with the SHA to obtain privileges

Dependent on the type of services you will provide and the community in which you work, you may need to be a member of practitioner staff with the SHA. This will allow you to provide care in SHA facilities and access testing services.

The Application for Appointment to Practitioner Staff can be obtained from the Practitioner Staff Affairs office in the community that you will practice. Once your application and supporting documentation is submitted they will be reviewed and if approved, you will receive privileges to practice in an SHA facility.

TIP:

A current criminal record check, including vulnerable sector search, will be required to obtain privileges.

Register for an eHR Viewer Account

eHealth Saskatchewan is a government organization that collects, combines, stores and manages the electronic health records of Saskatchewan's citizens. The eHR Viewer gives doctors and other healthcare providers secure and instant access to their patients' electronic health information.

Visit [eHealth Saskatchewan](#) to set up your eHR Viewer.

Contact the Saskatchewan EMR program for setup and usage

The Saskatchewan EMR program assists in the setup and use of medical records in clinics.

Through a joint funding agreement between the SMA, eHealth Saskatchewan, and the Ministry of Health, physicians receive ongoing support for the approved EMR systems including funding to assist with implementation and use.

Contact emr@sma.sk.ca for further information.



Dr. Susan Shaw,
Chief Medical Officer,
Saskatchewan Health
Authority

▶▶ AFTER RESIDENCY AND PRIOR TO STARTING PRACTICE CONTINUED

Apply for CMPA Reimbursement

The [CMPA Reimbursement Fund](#), administered through the SMA, reimburses physicians the fees associated with medical liability insurance premiums. Contact the SMA for an application form.

Participate in professional development opportunities

The [Continuing Medical Education Fund](#) administered through the SMA assists physicians with the costs associated with continuing medical education. Expenses for educational courses, meetings, materials, medical software and purchase of computers, laptops and handheld devices may be reimbursed. Contact the SMA for complete program guidelines and to apply.

Also, take advantage of the SMA's Physician Leadership Institute (PLI) courses to develop your skills as a physician leader.

Throughout your career there will be opportunities to sit on various committees or boards. These bodies will be looking for physicians with leadership experience and knowledge.

Consider mentorships (both formal and informal). These will develop your career as a clinician.

TIP:

Take advantage of other opportunities to stay on top of necessary requirements. An example of this would be maintaining your Advanced Cardiac Life Support (ACLS) certification. Consider the Pediatric Advanced Life Support (PALS) and Advanced Trauma Life Support (ATLS) certifications.



FINDING YOUR PERFECT OPPORTUNITY

While in residency, you will interact with peers, mentors and colleagues in various health professions. These interactions will help you identify practice opportunities.

Knowing what you are looking for in your future practice and community will help you find the right fit. There are many factors to consider so it's important to take some time to make note of what kind of practice you are interested in and what amenities are important to you and your family. Considering these important factors will help you find your perfect opportunity.

As you search for your perfect opportunity, review the following information and questions to consider.

Job market

- View opportunities posted on saskdocs.ca.
- Connect with saskdocs, the SHA, professional networks, department heads and mentors.

Practice type

- Are you planning on practicing full-time, part-time, or as a locum clinician?
- Do you want to practice in an urban, regional, rural or remote area?
- Are there opportunities for future growth and career development?
- Are you interested in leadership opportunities?
- Are there teaching opportunities or obligations?
- What size of practice would you consider?

Family needs

- Are schools and shopping, as well as recreational, cultural and religious facilities, readily available and accessible?
- Are there employment opportunities for your significant other and family?

Community

- Consider things like size, population, demographics and proximity to amenities when looking at a community.
- These factors are important as you will live in the community and serve the residents.

Lifestyle

- Define your work-life balance.
- How does your health and wellness fit into this balance?
- Is there flexibility for your schedule and/or office hours?

Payment methods

- What remuneration model do you prefer: Fee-for-Service (FFS), salary, Alternative Payment Plan (APP), or the Provincial Academic Clinical Funding Plan?

Health records systems

- Does the practice have, or intend to have, EMR?
- If they use EMR which system do they have in place? Med Access or Accuro?

ROS obligations

- Does the practice opportunity fulfill the requirements of your ROS agreement?
- Contact saskdocs for further information.

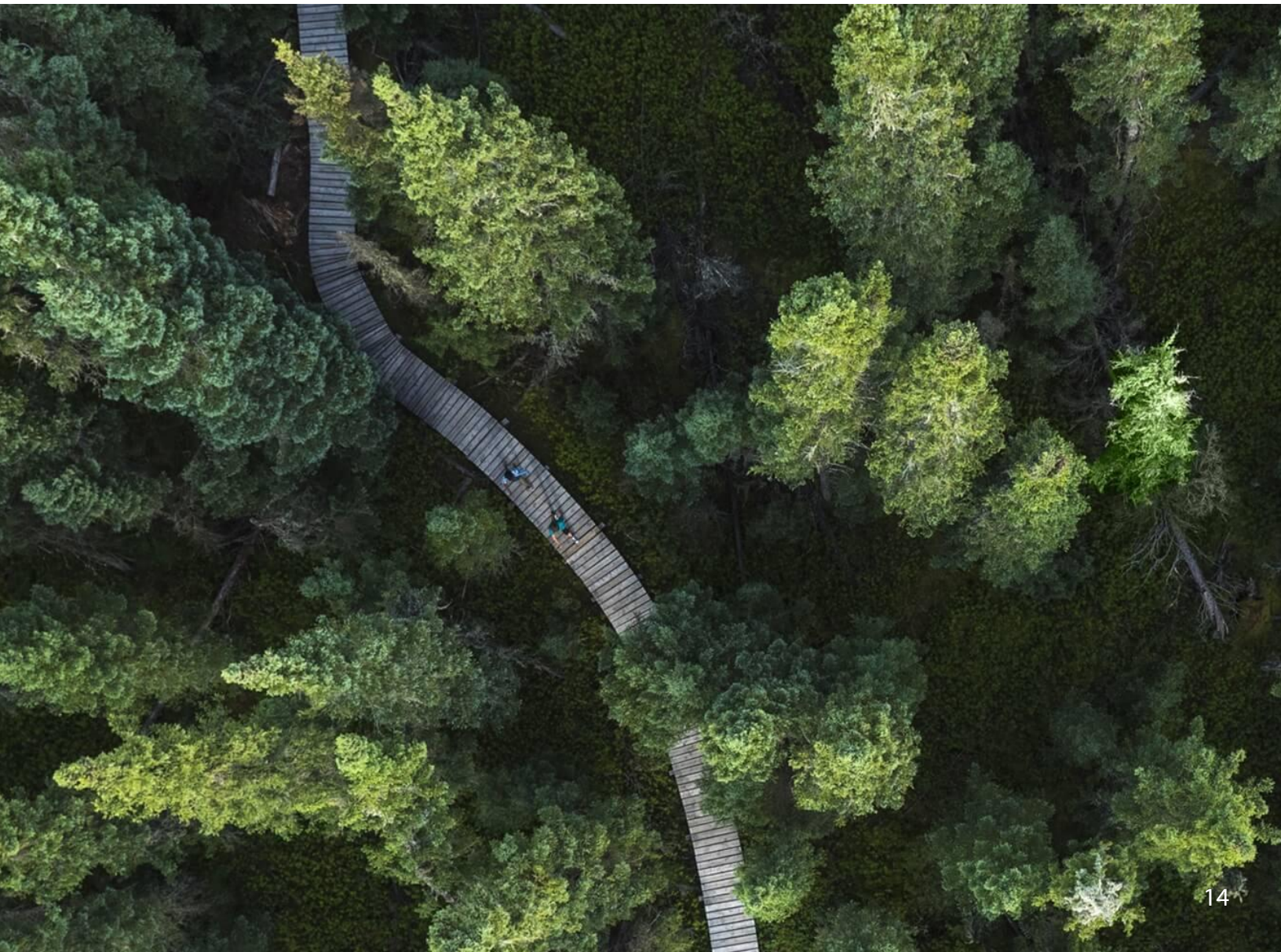
▶▶ FINDING YOUR PERFECT OPPORTUNITY CONTINUED

Scope of practice

- Does the practice offer variety?
- Do you want to provide emergency medicine, hospital, long-term care or obstetrics?
- Are the physician(s) supported by other health professionals?
- What are the on-call obligations and are they shared?
- What is the average number of patients seen per day and how much time is allocated to each?
- When and where are procedures done? How much time is allocated for procedures?
- How are referrals done within the practice?

Practice operations

- Does the group have an association or partnership agreement?
- Will expenses be shared equally, or will they be proportionate to each physician's use or billings?
- Know what you are signing when it comes to contracts and agreements. Seek guidance from the SMA when needed.
- Have you reviewed the agreement in detail with the SMA, your lawyer and accountant?
- Will your personal needs for equipment and office space be met?
- What responsibility will you have for hiring and evaluating staff?



INCENTIVES AND BURSARIES

Saskatchewan offers various incentives and bursaries to support residents and newly practicing physicians in Saskatchewan. Additional information on these programs can be found online. Note that program details may change.

Saskatchewan Electives Support Program (saskdocs/SHA)

The Saskatchewan Electives Support Program is offered by saskdocs in partnership with the SMA. It can provide funding of up to \$2,000 per residency year to offset travel and accommodation expenses for USask resident physicians who are pursuing electives in eligible communities.

Family Medicine Resident Bursary (SMA)

The medical resident bursary program provides bursaries of \$25,000/year for up to three years for family medicine residents who agree to provide service to rural, regional, or northern Saskatchewan communities.

Graduate Retention Program (Government of Saskatchewan)

Offers rebates of up to \$20,000 of tuition fees paid by eligible graduates who live in Saskatchewan and file a Saskatchewan tax return.

Canadian Student Loan Forgiveness for Family Doctors (Government of Canada)

Medical residents and physicians practicing in designated rural or remote communities may receive forgiveness on their Canadian student loan balance up to \$40,000 over a maximum of five years.

Rural Physician Incentive Program (Government of Saskatchewan)

This incentive of up to \$200,000 over five years may be available to Family Physicians who begin practicing family medicine in eligible rural or remote communities in Saskatchewan.

Specialist Recruitment Incentive (SMA)

This program provides a grant of \$30,000 to recognize the commitments of royal college specialists who establish practice in Saskatchewan and remain in a community for a minimum of 36 months.

▶▶ INCENTIVES AND BURSARIES CONTINUED

Continuing Medical Education Fund (SMA)

The Continuing Medical Education (CME) Fund assists physicians with the costs associated with continuing medical education. Expenses for educational courses, meetings or materials may be eligible for reimbursement under this fund.

Parental Leave Fund (SMA)

The Parental Leave Fund is available to licensed physicians living and working in a self-employed practice in Saskatchewan. The program provides up to 20 weeks of benefits to a physician who is taking a maternity, paternity or adoption child care leave from clinical practice.

Retention Fund (SMA)

The SMA and Government of Saskatchewan's Retention Fund provides financial rewards to physicians who practice in the province for extended periods.

CMPA Reimbursement Fund (SMA)

The SMA assists in administering the CMPA Reimbursement Fund, which reimburses physicians the fees associated with medical liability malpractice insurance premiums. Eligible physicians must be self-employed, meet certain thresholds of activity and not receive benefits from any third party or employer.



PERSONAL SETTLEMENT

This section contains resources and links to assist you with your settlement in Saskatchewan.

Some rural communities have volunteers that will help physicians and their families with settlement. saskdocs can help connect you with these people. The sections below provide you with some steps to consider as you think about moving to a new location. Having a local volunteer contact will help make it easier to find the information you may be looking for within that specific community.

Saskatchewan child care and schools

The following resources provide an overview of child care and school systems within Saskatchewan:

- [Licensed Child Care Facility in Your Community](#)
- [Saskatchewan Ministry of Education General Information](#)
- [Saskatchewan School Boards Association](#)
- [Saskatchewan Curriculum](#)

Spousal employment

Below are job boards that may help your spouse find employment:

- [Health Careers In Saskatchewan](#)
- [Saskjobs.ca](#)
- [Government of Canada Job Bank](#)

Recreational activities

Saskatchewan has activities for everyone no matter the time of year. Please visit [Tourism Saskatchewan](#) for more information. Another great source of information is the [Saskatchewanwanderer](#). You can follow them at [Tourism Saskatchewan/Saskatchewanwanderer](#).

Changing mailing address

[ExpressAddress](#) allows residential customers to notify multiple Saskatchewan organizations of your new address. (e.g. telephone, health cards, vehicle registration, library, natural gas and much more).

Housing/renting arrangements

If you are looking to rent or purchase a place, there are many websites that can assist you with your search. One of the most common web-based resources to assist you with any real estate needs is www.realtor.ca.

Some of the best leads on renting or owning a home in any community are from word of mouth. Contact municipal authorities to see if they have any rental lists or advice as to who may be able to assist you.



APPENDIX A - Sample CV, Family Physician

Dr. Family Medicine
326 Mypractice Cres, North Battleford, SK S7L 5K1
family.med@usask.ca
(306) 555-5555

EDUCATION

North Battleford Family Medicine Residency University of Saskatchewan, North Battleford, SK Completion: June 2017	2021-2023
Rural Family Medicine & Rural Emergency Medicine Elective University of British Columbia, Vancouver, BC, Surrey Memorial Hospital	April 2022
Family Medicine Obstetrics and Gynecology Elective University of Alberta, Red Deer, AB, Red Deer Regional Hospital Centre	November 2021
Doctor of Medicine University of Saskatchewan, Saskatoon, SK	2017-2021
PREP Rural Externship Kipling, SK. Supervisor: Dr. L. Superwoman Included Family Medicine, Emergency Medicine, In-Patient Care, Obstetrics and Gynecology, Long-Term Care, Physiotherapy, Community Nursing and Dietary	June 2020
Clerk Elective Block: Dawson Creek, BC Four week elective in rural setting with local and locum physician. Internship included Family Medicine Clinic, General Practice Obstetrics, General Practice Surgery, Emergency Medicine	September 2019
Bachelor of Science, Major in Biopsychology with Honours University of Saskatchewan, Saskatoon, SK	2013-2017

CERTIFICATES AND EXAMINATIONS

Licentiate of the Medical Council of Canada	2023
Advanced Cardiac Life Support	2022
Advanced Trauma Life Support	2020

PROFESSIONAL ASSOCIATIONS

Canadian Medical Association (CMA)	2021
Canadian Medical Protection Association (CMPA)	2021
Saskatchewan Medical Association (SMA)	2021
Resident Doctors of Saskatchewan	2021

TIP:

- Try not to go over two pages
- Use reverse chronological order by listing most recent work and experience first
- Save your CV in a PDF format and put the file name as your full name
- Select references that are familiar with your skills and abilities (i.e. Physician Leaders, Preceptors, Program Directors, etc.)

RESEARCH/PUBLICATIONS/PRESENTATIONS

Medicine, F. Discovering Medicine (2020) Seeking understanding of the mystery of medicine. *Journal of Medicine*, 52, 508-510.

VOLUNTEER EXPERIENCE

SWITCH (Student Wellness Initiative Toward Community Health) September 2019-2022
Provided support to physicians and nurse practitioners while seeing patients

Ronald McDonald House September 2020-Present
Family Ambassador: Greeted new families and patients and assisted with check in, provided tours and other activities

REFERENCES

Available upon request

You may also want to include:

- Teaching/Research interests
- Honours/Awards/Distinctions/Recognitions
- Languages (other than English)
- Extracurricular activities
- Scholarships and awards (recent and relevant)
- College of Family Physicians of Canada (CFPC) or Royal College of Physicians and Surgeons of Canada (RCPC)
- Designation (once received)

APPENDIX B - Sample CV, Royal College Specialist

Dr. Specialist Medicine, MD
456 Wellman Lane
Regina, SK S9K 3P6
specialistmed@usask.ca 306-555-1234

MEDICAL EDUCATION

2019-present Anesthesia Residency, University of Saskatchewan
2015-2019 Doctor of Medicine: University of Saskatchewan, SK
2011-2019 Bachelor of Science with Honours, University of Saskatchewan, SK

PROFESSIONAL QUALIFICATIONS

2015 College of Physicians and Surgeons of Saskatchewan, Educational License
2021 Advanced Trauma Life Support (Saskatoon, SK)
2022 Advanced Cardiac Life Support (Regina, SK)
2019 Medical Council of Canada

PROFESSIONAL ASSOCIATIONS AND MEMBERSHIPS

Canadian Anesthesiologists' Society (CAS)
Resident Doctors of Saskatchewan
Canadian Medical Protective Association (CMPA)
Canadian Medical Association (CMA)
Saskatchewan Medical Association (SMA)

AWARDS AND HONOURS

June 2019 University of Saskatchewan Undergraduate Merit Award

RESEARCH/PUBLICATIONS/PRESENTATIONS

Parker, P., General Anesthesia, Intravenous Regional Anesthesia, and Axillary Block for Outpatient Surgery. *Journal of Anesthesia*, 75(5): 216-219.

Philp, S.F., Yun, A., Miller, A., Parker, P., Perioperative and Pain Management for Senior Population. *Journal of Postgraduate Medicine* 65(9): 934-940.

MEDICAL LEADERSHIP

2016-2019 Student Medical Society of Saskatchewan (SMSS)
Executive Council Member Vice-President, External
2015-2019 Canadian Federation of Medical Students (CFMS)
Senior Saskatchewan Representative (2017-2019)
Junior Saskatchewan Representative (2015-2017)

LANGUAGES English, French proficiency

REFERENCES AVAILABLE UPON REQUEST

APPENDIX C - Interview Preparation

When you've secured an interview it's important to take time to prepare in order to feel confident and ready to shine. Take some time to review sample questions that you may be asked during your interview.

Remember, an interview is a two-way street. You should make a list of questions you are prepared to ask during the interview to help make your decision.

Dress professionally, plan to arrive early, take a copy of your cover letter, CV and references. You may also consider taking a notebook.

It is important to give yourself some time before the interview to relax. Make sure you have selected your references beforehand. Be sure that anyone you list is aware they may expect a call and has agreed to give you a positive reference. You may want to provide your references with the job posting or any additional information.

Here are some examples of Interview Questions:

Introduction questions

- Tell me about yourself.
- Where were you trained? Describe any other prior education.
- Why did you choose your area of specialty?
- Do you have specific areas of interest?
- What supervisory or leadership roles have you held?

Behavioral questions

- Describe a time when you were faced with a stressful situation and you demonstrated your coping skills.
- Give me a specific example of a time when you had to conform to a policy which you did not agree with.
- What do you do if you disagree with a patient?
- What is your typical way of dealing with conflict? Give me an example.

Clinical questions

- What is your approach to handling multiple comorbidities in a patient in a rural community?
- How do you manage a patient with addictions?
- How do you include primary care physicians in your patient management? (as a specialist)
- How do you include your interdisciplinary team in patient management? (family medicine)

TIP:

References can be Program Directors, Chiefs, Preceptors, Physician Leads, etc. Choose someone who is familiar with your clinical skills, and can attest to your ability to work as part of a team and provide excellent care to patients. Bring to the interview a list of references; include names, titles, organization, and contact details.

▶▶ APPENDIX C - INTERVIEW PREPARATION CONTINUED

Other

- What do you know about the hospital/clinic?
- How can you contribute to the efficient and high-quality of service to patients?
- Are there any procedures you would not perform?
- Do you have any concerns/issues with the call rotation?
- Do you have any concerns with traveling to surrounding communities to provide care?
- Are you interested in generalized/broad scope of practice?
- Are you interested in working with medical students and/or residents in a teaching capacity?
- When would you be available to start?

Sample questions to ask during an interview

- What is the physician complement in the clinic and/or department?
- What are the call requirements?
- What are the hours of work?
- Is there overhead?
- What is the payment model? Fee-for-service, contract or salary?
- Where are procedures done, in-office or at a hospital?
- Does the clinic have, or intend to have, electronic medical records?
- How are referrals done?
- Do you know of any employment opportunities for my significant other or suggestions on who to talk to?

CONTACTS

CONTACTS

NOTES

NOTES

Toll Free: 1 (888) 415-3627
Phone: 1 (306) 933-5000

info@saskdocs.ca

saskdocs.ca

