

ID Physician Job Offer Checklist

Infectious Diseases Society of America

idsociety.org/compensation-initiative



Offer Sheet Checklist: Compensation



MONETARY COMPONENT

- ✓ Base Salary
- ✓ Clinical Expectations
- ✓ Opportunities for Enhanced Pay
- ✓ Sign-On and Relocation Allotments
- ✓ Performance Standards/Quality

Considerations

- Compensation tied to your defined employment expectations.
- A one-to-two-year base salary guarantee is **customary for production-based models and is paid at an expected level of productivity**.
- Base salaries may adjust the longer you are with an employer. Remaining on an income guarantee in the long term can result in underpayment relative to activities performed.
- Confirm that clinical expectations (e.g., clinic obligations, WRVU output) are reasonable for the volume the organization tends to have.
- Are the WRVU thresholds appropriately aligned with base salary, and is the premium on WRVU payout reasonable once your required threshold is met?
- **Are the WRVU thresholds considerate of productivity reductions with the addition of new clinicians?**
- Review your offer for employment activities that can be negotiated as incremental to enhance your pay. Activities may include but not be limited to:
 - Moonlighting, additional call, over-threshold production, quality upside, multispecialty clinic participation, administrative duties that are not outlined as a specific deployment value, and more.
- Sign-on bonuses and/or relocation stipends are common and often expected part of an offer. This compensation is a flat rate, has an identified distribution timeline, and may be contingent on the completion of a certain time frame worked before receiving compensation in full **or requirements for repayment if time-based obligations are not met**.
- The amount of this compensation will vary based on years of experience, specialty, buyout clauses, distance to relocate, and more.
- Quality (value-based metrics) and/or performance standard bonuses may make up a portion of a clinician’s total cash compensation.
- These metrics are usually determined by the medical group leadership, with input for physician leadership, and can be updated annually.
- Review quality/performance standard expectations, and evaluate the proportionality of this component of compensation against total cash compensation.



BENEFITS COMPONENT

- ✓ Retirement Plans
- ✓ Loan Repayment
- ✓ CME Days and Dollars
- ✓ Personal Leave
- ✓ Noncompete Agreements

Offer Sheet Checklist: Benefits



Considerations

- Employer-sponsored retirement accounts or pension plans remain a standard within offers, but the plan types differ. Identify which type of plan is offered, and see if options offered align with your financial goals.
 - 401(k)s, 403(b)s, profit-sharing plans, and cash-balance plans are common plans provided.
- Loan repayment can be an offered incentive depending on the organization, although the terms vary drastically based on several factors. Like sign-on or relocation incentives, there are often stipulations to the arrangement.
- Typically, organizations will cut a large check to the physician’s loan provider or set a standard amount the organization will pay the over time. The average tenure expected of the physician after repayment is two to four years but is usually proportional to the size of the repayment amount.
- CME benefits are a popular perk for physicians, but they are not universal, and the dollars or time provided may not be aligned with the rising cost of CME.
- The funds offered can range from hundreds to thousands of dollars and are something that can be inquired about and negotiated for if they are not in your present offer letter so long as counteroffers are reasonable.
- The amount of paid leave that is offered will depend on the compensation payment model (purely production based versus income guaranteed), the expected work schedule (e.g., seven days on, seven days off), and more.
- Noncompete agreements are common in offers, though terms will vary greatly based on state, specialty, and practice scope.
- Many agreements contain a buyout provision, a right that is unique to physicians, which in some cases prospective employers may pay on the physician’s behalf, a taxable activity.
- Check your current agreement at your place of work and potential implications alongside your current offer.

Offer Sheet Checklist: Culture



CULTURE COMPONENT

✓ ID Utilization and Treatment in the Workplace

✓ Curbsides or Referrals

✓ Administrative Roles, Academic Rank Progression, and Mentorship Opportunities

Considerations

- The parameters in which ID physicians are used and treated in the workplace are a conceptual but critical consideration.
- The simplest way to forecast appropriate utilization and treatment will be to fully understand the job requirements and duty section of the contract. Risk for overutilization or out-of-scope work will be reflected in items that allude to, but are not, clearly defined work expectations for “incremental” settings (e.g., call without specified pay, participation in multispecialty clinics).
- Curbside consults and referrals are a standard part of most roles with a clinical deployment, although they are a component not often outlined in offer letters and contracts, as related to expectation and compensation.
- Should it be indicated in the interview process that ID physicians are consulted more than what is considered normal for organization volume, it would be reasonable to explore incremental compensation within the context of incentivizing provider availability.
- Administrative and leadership roles, where applicable, are compensated for via nominal stipends and typically incremental to other compensation components. This applies to academic rank stipends as well as within academic institutions.
- While these are compensated for, it will be important to have clearly defined expectations and the pathway to advancement if desired, as it is not a one-size-fits-all approach among organizations.
- Review the process and policies regarding monitoring of work efforts, as well as the frequency in which administrative and leadership roles are compensated.
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