

CAREER AND LIFE PLANNING SAMPLE



AIM

Sample Physician Candidate Itinerary

Knowing what to expect is have the equation. Are you ready?

Sample Physician Candidate Itinerary

This tool will help you plan for the breath of activities you may encounter.

Objectives:

By the end of this exercise the participant/candidate will be able to:

- Assess the scope and breathe of activities they could be participating in during an on-site visit.
 - ✓ The participant/candidate will identify key personnel and positions that are likely to be engaged during an on-site.

- The participant/candidate will be able to hypothesize uses of AIM concepts, principles, tools and resources in various sample activities.
 - ✓ The participant/candidate will be able to assess and select and apply appropriate concepts, principles, tools and resources in various sample activities.



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How to Use This Tool:

1. Review the sample itinerary.
2. Note the schedule flow, names of parties, titles, times, activities and settings. You will use this "intelligence" in your preparations.
3. Identify questions and elevator speeches you should craft for each party and situation.
4. Rehearse for your interview(s) based on your itinerary.

Related Resources:

Title:	Resource Type / No.
Sample Physician Elevator Speech	S-09
Preparing for a Phone Interview	E-37
Organizing and Customizing Interview Questions for Your Interviews	E-21
Preparing for an On-Site Interview	E-22



Sample Physician Candidate Itinerary

HOSPITAL ABC
WE INVITE JOHN DOE, M.D.
TO EXPLORE THE FAMILY PRACTICE OPPORTUNITY
THURSDAY, OCTOBER 1st – SATURDAY, OCTOBER 3rd, 20XX

THURSDAY, OCTOBER 1, 20XX State Flight XXX	
Arrangements	Welcome!
Flight Information	Arrival: 3:20 p.m. ABC Airport City <i>POC: Sally will greet Dr. Doe at the airport and have him follow her to the hotel.</i>
Rental Car Information	<i>Hertz</i> ABC Airport Confirmation # F-XXX-XXX-XX
Hotel Accommodations	<i>The Hilton Garden Inn</i> Address City, State Zip code Phone Number Confirmation # XXXXXXXXXXX
3:45 p.m.	Community Tour Sally Smith – Physician Recruiter <i>(Sally will escort Dr. Doe back to the hotel after the tour.)</i>
5:45 p.m.	Dr. Johnson will meet Dr. Doe in the lobby of the hotel and escort him to dinner.
6:00 p.m.	Dinner – Name of Restaurant Address City, State, Zip Code Phone Number ABC Clinic Providers <i>Reservations have been made under Dr. Johnson and arrangements have been made for a direct bill. After dinner, Dr. Johnson will escort Dr. Doe back to the hotel.</i>



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FRIDAY MORNING, OCTOBER 2nd, 20XX	
8:45 a.m.	Dr. Johnson will meet Dr. Doe in the lobby of the hotel and escort him to the ABC Clinic.
9:00 a.m.	<i>Dr. Johnson will tour Dr. Doe around the ABC facility and introduce him to the providers and staff.</i> After the tour, Dr. Johnson will escort Dr. Doe to the ABC Clinic, where they will continue meeting.
11:00 a.m.	Amy Smith – Marketing Representative, Family Practice Barb Greco – Department Coordinator, Family Practice 5th level – Orange amy.smith@abc.org barb.greco@abc.org
11:30 a.m.	Staci Castro – Vice President, Medical Services 1st level – Clinic Administration Staci.castro@abc.org
12:00 p.m.	<i>Lunch</i> James Johnson, M.D. – Chief, Section of Family Medicine Phillip Williams, M.D. – Associate, Family Medicine 1st level – Clinic Administration Conference Room B james.johnson@abc.org phillip.williams@abc.org



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FRIDAY AFTERNOON, OCTOBER 2nd, 20XX

1:00 p.m.	Tour –Clinic Tour/ABC Hospital Carrie Vukas – Coordinator, Physician Recruiting
1:30 p.m.	Sam Cartwright, FNP-C – Family Medicine 5th level – Orange Sam.cartwright@abc.org
2:00 p.m.	Bob Lee – Practice Administrator, Family Medicine 2nd level – Yellow bob.lee@abc.org
2:30 p.m.	Frank Sinatra – Benefits Specialist, Human Resources 6th level – Physician Recruiting Conference Room frank.sinatra@abc.org
3:00 p.m.	Joseph Schafer, M.D. – President, ABC Clinic 1st level – Clinic Administration joseph.schafer@abc.org
3:30 p.m.	<i>After the interview, Sally will escort Dr. Doe to the hotel and have him follow her to City, State. Jenna will escort Dr. Doe on a tour of the _____ area.</i>
<i>Please feel free to enjoy dinner on your own this evening; we will provide you with recommendations for restaurants.</i>	



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SATURDAY, OCTOBER 3rd, 20XX	
Check out of hotel	
Return rental car	
Departure Flight Information	Departure: 6:22 a.m. Airport Elmira, NY Delta Flight XXX
<i>Thank you for visiting ABC Hospital! If you have any questions, please contact Sally at (Office) xxx-xxx-xxxx or (Cell) xxx-xxx-xxxx.</i>	

