Subject: Contract Terms and Issues

1. Topic
   Employment Contract Terms and Issues

2. Content
   This session will discuss the basic aspects of negotiating and structuring an employment contract for a physician planning to begin work with a new practice group.

3. Goals: Aims/Outcomes
   a. The resident will be introduced to the basic issues involved in formulating an employment agreement with a practice group. Although the information is certainly not intended to be comprehensive or precise in a legal sense, it should increase the resident’s awareness regarding the various aspects of the employment agreement and may ultimately serve to facilitate discussion with professional advisors (such as an attorney or accountant) or with the employer representative.

4. Objectives
   a. The resident should understand the importance of formulating a carefully constructed employment agreement.
   b. The resident should understand how to effective utilize professional advisors in the contractual process.
   c. The resident should understand basic concepts regarding all aspects of the employment agreement including:
      i. Signing bonus
      ii. Specification of job duties
      iii. Compensation
      iv. Benefits (insurance, disability, medical liability, retirement, etc.)
      v. Restrictive covenant
      vi. Specification of partnership opportunity

5. Materials and Aids
   a. PowerPoint presentation
   b. Business of Medicine monograph, Chapter 4
6. Procedures/Methods
   a. Introduction
      i. Review PowerPoint with residents
   b. Development
      i. Facilitators to lead discussion regarding experiences with contract issues:
         1. Faculty members discuss their own experiences
         2. Attorney with experience with employment contracts
         3. Financial planner to advise regarding laws, retirement planning, insurance
         4. Accountant to discuss tax issues and compensation issues
         5. Recent graduates to relate their experiences.
   c. Practice
      i. Devise contract scenarios to stimulate discussion/questions
   d. Independent Practice
      i. Senior residents should be encouraged to identify potential advisors and possibly contact them to begin planning.
      ii. Graduating residents should document in writing their own personal experience with negotiating their employment contract. Problems and conflicts that arose should be specifically identified for the benefit of enhancing the teaching program for the next cycle.
   e. Accommodations (Differentiated Instruction)
      i. PowerPoint presentation on line for residents
      ii. Each resident has the Business of Medicine monograph to review
   f. Checking for understanding
      i. Group discussion involving examples of difficult contract negotiations with residents developing solutions.
   g. Closure
      i. Facilitator provides summation of key points made in PowerPoint lecture and subsequent discussions.

7. Evaluation
   a. Each participant completes an evaluation of the educational program. Comments should be elicited from the residents to identify particular issues about which additional or more detailed information would be helpful.