



# Finding Your Ideal Practice

Transition into Practice Services (TiPS)

HealthForceOntario Marketing and Recruitment Agency

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# Introduction

HealthForceOntario Marketing and Recruitment Agency (HFO MRA) gratefully acknowledges its health-care partners and colleagues' contributions to the information contained in the Transition into Practice Service (TiPS) modules. The Finding Your Ideal Practice module offers medical residents, relocating physicians, and practising physicians information and resources to assist with the job search and employment process. More detailed and comprehensive information on many topics can be found in specific Transition into Practice Service (TiPS) modules:

## The Business Side of Medicine

Offers medical residents and new graduates information on professional, practical, and personal considerations when setting up a practice in Ontario.

## Teaching as Part of Your Practice

Offers information on how to integrate teaching and mentorship into your general or specialty practice in Ontario.

## Providing Locum Coverage in Ontario

Offers physicians best practice tips and resources for providing locum coverage in Ontario.

## Physician Well-Being

Offers medical residents, graduates, and practising physicians information on resources and strategies for maintaining work-life balance.

## Countdown to Practice

Offers medical residents a step-by-step guide for transition into practice.

## Physician Resources

This module is a compilation of physician resources from a wide variety of topics that are relevant to practising medicine in Ontario.

## Compensation, Incentives and Benefits

Provides medical residents, graduates, and practising physicians information on the various primary care and specialty payments offered to physicians practising in Ontario.

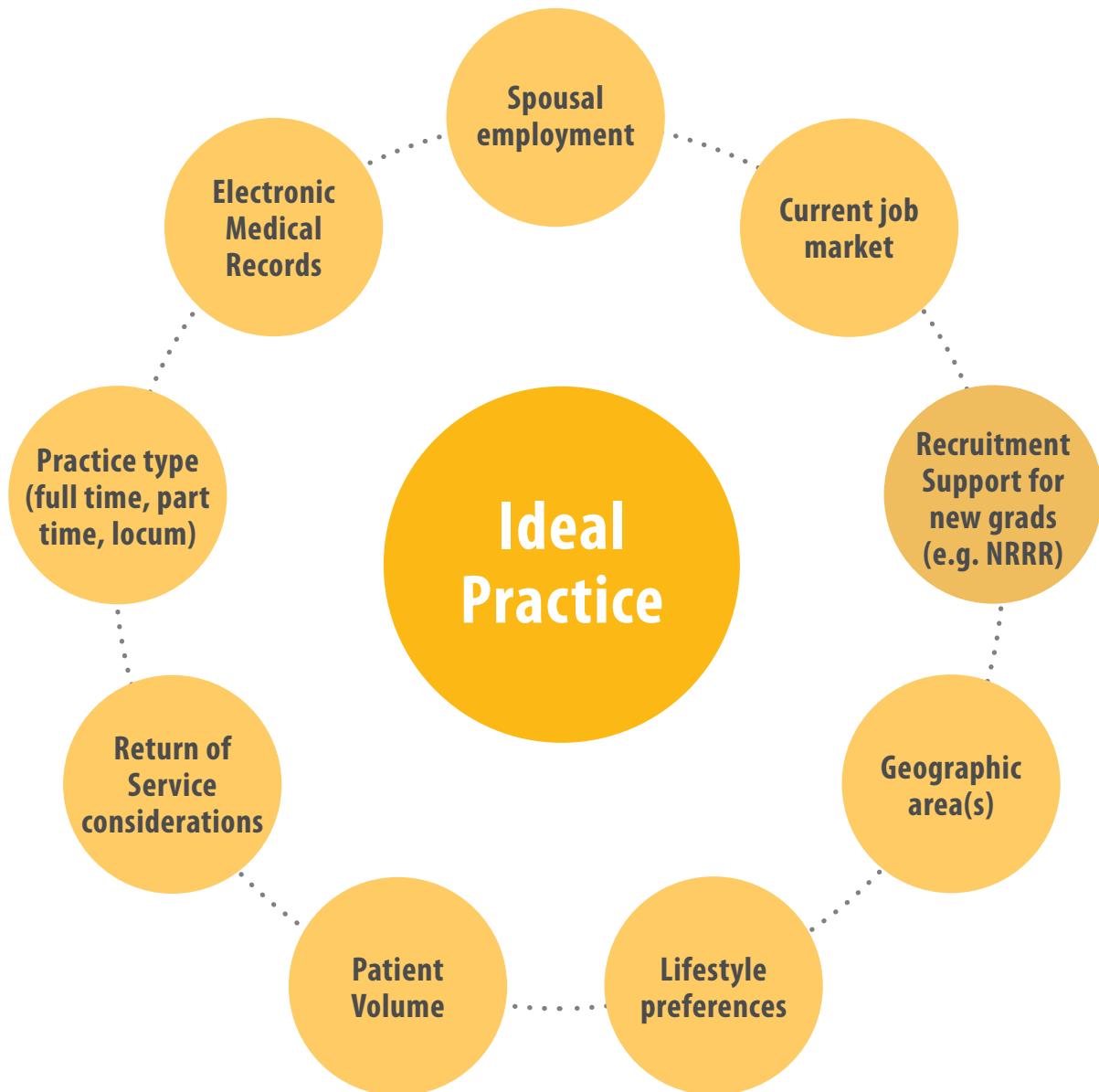
# Overview

Whether you are still in training, new to practice, or already a well-established practising physician, the search for your ideal job is an ongoing process. ***Finding Your Ideal Practice*** explains how and where to search for practice opportunities. It directs you to resources that will help you evaluate practice opportunities and offers CV tips and interview advice for when you are ready to apply to a practice opportunity.



## Considering Job Search Criteria

Even before you start your job search, consider what factors are a “must have” in finding your ideal practice and which ones are simply “nice to have.” Knowing what is most important to you will help when you start your job search. It will also encourage you to research and acknowledge job market realities.



## Finding Practice Opportunities

The job search can be a daunting task, whether you've been practising for decades or have just completed your residency training. Either way, there are many services to guide you and help you reach your goal of finding a practice setting.

### HFOJobs

HFOJobs is the best place to start looking for practice opportunities in Ontario. HFOJobs is a free health-care job portal with up-to-date employment opportunities for physicians, nurses and other health professions.

The site offers helpful and user-friendly features and searching tools to support you in your job search. You can also apply for positions directly to employers from postings. The site continues to grow with an increasing number of employers and health-care professionals using it.

### Regional Advisors

Regional Advisors are HFO MRA employees who work with medical residents, physicians and their spouses or partners at no charge to help find suitable practice opportunities in Ontario.

They bring a unique understanding of Ontario's health-care sector to their role. They know where current practice openings are—and will be—because each works closely with hospitals, clinics, and other physician employers across Ontario's 14 Local Health Integration Networks (LHINs).

Also, Regional Advisors can direct medical trainees and new graduates to additional resources and services available to them during their job search.



### Practice Ontario

Practice Ontario is a free career-planning service for medical residents interested in exploring practice opportunities in Ontario. This service is offered by Regional Advisors and operated in conjunction with all six Ontario medical schools.

Through their network of professional connections, Regional Advisors can help:

- Find jobs in Ontario that match your personal and professional interests
- Prepare you for a smooth transition to practice
- Connect with Distributed Medical Education programs in Ontario to arrange community elective opportunities
- Arrange community visits in Ontario
- Find a suitable return of service community in Ontario
- Refer IEHPs to appropriate organizations for assistance.

Career support is available by telephone, email, or face-to-face consultation. These consultations can take place on campus, at your training location, or even at a local coffee shop.

### Other Resources

If your specialty has a professional association website, look for a careers job-board. Or check any of the national and/or provincial medical publications, such as the *Canadian Medical Association Journal*, for a careers section. Stay connected with past preceptors, program directors, department chiefs, senior residents, etc. They may know about current/future opportunities at their practice or organization, which they can share with you. Additionally, networking at conferences and continuing medical education sessions with other specialists in your profession may uncover positions not publicly advertised.

## Evaluating Practice Opportunities

### The Canadian Medical Association

The Canadian Medical Association has several [Practice Management Modules](#) to help new-to-practice physicians evaluate long-term practice options.

### Community Assessment Visit Program

#### The Community Assessment Visit Program:

- Promotes the relocation of health-care professionals to eligible communities.
- Provides reimbursement for travel and accommodation expenses incurred by health-care professionals and their spouse/partner to assess practice opportunities in an eligible community within the province.

### Locuming

A locum refers to a physician who assumes another physician's practice duties on a temporary basis. A locum opportunity might be right for you if you want to explore a new community and help a local physician by providing short-term replacement for vacation, continuing medical education, or other leave. For new physicians, locum placements provide diverse clinical experiences to help assess different practice locations.





## Applying for Practice Opportunities

### Tips for Writing a Curriculum Vitae or Resume

Creating a curriculum vitae (CV) that effectively highlights your qualifications and experience is key to finding your ideal practice.



### Quick TiPS

#### What is the difference between a CV and resume?

A CV is very detailed and includes information about professional experience and qualifications, whereas a resume is a basic outline of background experience. Professionals with careers in law, medicine and higher learning tend to use CVs rather than resumes when applying for positions.

Depending on your education and background, a resume is typically one to two pages, whereas a CV is often two to 10 pages. For well established professionals, CVs can be more than 20 pages.

Resume	CV
Summarizes your education, experiences and competencies/skills	Details all your past education, work experiences, and competencies.
Designed to introduce you to an employer and highlight your qualifications for a specific job or type of work.	Designed to introduce you to employers when applying for an academic, executive- level, or professional position (in law, medicine).
Contains a summary statement (typically 100 words or less)	Contains a summary statement (typically 100 words or less)
Includes the following sections: <ul style="list-style-type: none"> <li>• Education</li> <li>• Work History (employment highlights, work experience)</li> <li>• Special Skills</li> <li>• Awards and Honours</li> <li>• Interests</li> </ul>	Includes the following sections: <ul style="list-style-type: none"> <li>• Education</li> <li>• Work History (employment highlights, work experience)</li> <li>• Special Skills</li> <li>• Awards and Honours</li> <li>• Scientific or Academic Research</li> <li>• Laboratory Experience</li> <li>• Grants Received</li> <li>• Academic and Professional Publications</li> <li>• Professional and/or Association Memberships</li> <li>• Interests/Volunteer work</li> </ul>
Maximum of two (2) pages	Two (2) pages or more





## Content TiPS

- Use a professional email address and voicemail message.
- Number every page and include your name and contact information (phone and email). Your mailing address can be included on the first page only or on every page.
- Lead with your education and professional qualifications (exams and certification). Recruiters look for these elements first when reviewing potential applicants.
- Use headings that correspond with the position to which you are applying. If you are seeking an academic position, include information such as research, publications, teaching, presentations, awards, etc.
- Each credential should include the name of the degree/certificate/diploma, institution name and location, and year of completion.
- Avoid including pictures, birthdates, citizenship, marital status, family status, etc. Personal information is not included on a resume/CV and it is illegal to discriminate on the basis of these factors.
- High school diploma can be omitted from the resume/CV once you enter university.
- Ask someone to review your resume/CV prior to submitting applications and confirm there are no errors.
- Use resume/CV templates as a guideline only. Your resume is meant to reflect you.



## Format TiPS

- Make your resume/CV easy to read. Use bullet points when possible. On average, recruiters will only spend a few minutes when at the screening stage.
- Keep formatting consistent. For example, if you start placing date ranges on the right-hand side of the page, continue throughout the entire document.
- Avoid using too much “white space” (blank space). If you only have a page-and-a-half of information, try to edit it to one page or alter the formatting to expand it to two full pages.



## Sample CV – Specialist (Resident/New Graduate)

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### David Wright, MD, FRCP (C)

123 Walker Drive  
Ottawa, ON T3Y 4T3  
dwright@coldmail.com  
123-456-7890

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#### OBJECTIVE

Graduating in July 2015 and seeking a full-time or locum anesthesiology position in Ontario.

#### POST-GRADUATE MEDICAL EDUCATION

2010-present Anesthesia Residency, University of Ottawa  
Currently in PGY5, sitting spring 2015 RCPC Examination

#### EDUCATION

2006-2010 Doctor of Medicine: Dalhousie University, Halifax, NS  
2002-2006 Bachelor of Science with Honours, Queen's University, ON

#### PROFESSIONAL QUALIFICATIONS

2010 Medical Council of Canada  
College of Physicians and Surgeons of Ontario, Educational License

#### CERTIFICATION

2012 Advanced Trauma Life Support (Toronto, ON)  
2011 Advanced Cardiac Life Support (Kingston, ON)

#### PROFESSIONAL ASSOCIATIONS AND MEMBERSHIPS

Canadian Anesthesiologists' Society (CAS)  
Professional Association of Residents of Ontario (PARO)  
Canadian Medical Protective Association  
Canadian Medical Association (CMA)  
Ontario Medical Association (OMA)

## AWARDS AND HONOURS

July 2006 Dalhousie University Undergraduate Merit Award

## RESEARCH/PUBLICATIONS/PRESENTATIONS

Wright, D., General Anesthesia, Intravenous Regional Anesthesia, and Axillary Block for Outpatient Surgery. *Journal of Anesthesia*, 57 (3): 114-118

Clarke, W.E., Long W., Morton, W.T. **Wright, D.**, Pain Management for Senior Populations. *Journal of Postgraduate Medicine*, 50(1): 438-441.

## MEDICAL LEADERSHIP

2008-2009 Student Medical Society of Saskatchewan, Executive Council Member  
 • *Vice-President, External*

2006-2008 Canadian Federation of Medical Students  
 • *Senior Saskatchewan Representative (2007-2008)*  
 • *Junior Saskatchewan Representative (2006-2007)*

## LANGUAGES

English, French

*References available upon request*



### Quick TiPS

You may also want to add:

- Research and publications if they relate to the position for which you are applying
- Extracurricular activities
- Languages (other than English)
- Scholarships and awards (recent and relevant)
- Teaching

## Sample CV – Family Medicine Physician (Resident/New Graduate)



### Quick TiPS

Relate “Objective” to the type of position for which you are looking.

### Jessica Manchester, MD

253 Dalhousie St.  
Pleasant Grove, ON L3V 2B2

444-123-4567  
jmanchester@coldmail.com

#### OBJECTIVE

Physician in Family Medicine seeking full-time or locum position. Primary interests include clinical work with varied patient population, as well as ER shifts.

#### POST-GRADUATE MEDICAL EDUCATION

Family Medicine Residency Spring Meadow Family Medicine Centre University of Toronto, Department of Family Medicine, Toronto, ON	2013-2015
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#### UNDERGRADUATE EDUCATION

Medical Degree Schulich School of Medicine & Dentistry, College of Medicine London, ON	2009-2013
Bachelor of Science with Distinction Major in Biology University of Waterloo, Faculty of Science Waterloo, ON	2005-2009

#### EXAMS AND CERTIFICATIONS

College of Family Physicians of Canada Certification Exam in Family Medicine	May 2015
Medical Council of Canada Qualifying Examination Part II	October 2014
Medical Council of Canada Qualifying Examination Part I	May 2013
Advanced Cardiac Life Support	May 2013

**ELECTIVES EXPERIENCE**

Women's Health February-March 2015  
 Bay Centre for Birth Control, Women's Health Sciences Centre,  
 Toronto, ON

Intensive Care Medicine November 2014  
 Rosewood Health Sciences Centre,  
 Toronto, ON

Emergency Medicine August 2014  
 Toronto South General, (4 weeks)  
 Toronto, ON

Emergency Medicine July 2014  
 Trillium Health Partners – Credit Valley site, (4 weeks)  
 Mississauga, ON

**MEDICAL LEADERSHIP**

Student Medical Society of Ontario, Executive Council Member 2009-2011  
 • Vice-President, External

Canadian Federation of Medical Students  
 • Senior Ontario Representative (2010-2011)  
 • Junior Ontario Representative (2009-2010)

**WORK EXPERIENCE**

Youth Counsellor (Volunteer) 2009-2011  
 London Boys and Girls Club,  
 London, ON

Swimming Instructor 2007-2009  
 YMCA,  
 Waterloo, ON

**PROFESSIONAL ASSOCIATIONS**

- College of Physicians and Surgeons of Ontario 2015
- Canadian Medical Protective Association 2015
- Ontario Medical Association 2015
- Canadian Medical Association 2015

**Quick TIPS**

You may also want to add:

- Research and publications if they relate to the position for which you are applying
- Extracurricular activities
- Languages (other than English)
- Scholarships and awards (recent and relevant)
- Teaching

## Sample CV – Specialty (Fellowship)

### Jonathan Smith, MD, FRCPC

16 Robinson Street, Lindsay, ON, K9V X2X, Phone: (123) 456-7890  
 Pager: (098) 765-4321, E-mail: john.smith@e-mail.ca

#### PROFESSIONAL EXPERIENCE

- |           |   |            |
|-----------|---|------------|
| 2014      | The Ottawa Hospital Cancer Centre,<br>Ottawa Hospital, General Campus<br>Provided locum coverage: May-Sept. 14  | Ottawa, ON |
| 2012-2013 | London Health Sciences Centre (LHSC)<br>Internal Medicine, Hospitalist<br>Provided periodic weekend locum coverage for<br>hospitalist program at LHSC | London, ON |

#### POST-GRADUATE MEDICAL EDUCATION

- |           |   |              |
|-----------|---|--------------|
| 2014-2015 | Breast Cancer Research Fellowship<br>Juravinski Hospital and Cancer Centre<br>Department of Oncology, McMaster University | Hamilton, ON |
|-----------|---|--------------|

#### POST-GRADUATE EDUCATION

- |           |  |              |
|-----------|--|--------------|
| 2012-2014 | Medical Oncology Program<br>McMaster University                                | Hamilton, ON |
| 2008-2012 | Internal Medicine Residency Program<br>Schulich School of Medicine & Dentistry | London, ON   |
| 2007-2008 | Orientation to Training and Practice in Canada<br>IMG Program, CEHPEA          | Toronto, ON  |

#### UNDERGRADUATE EDUCATION

- |           |  |                 |
|-----------|--|-----------------|
| 2003-2007 | Doctor of Medicine<br>International University | London, England |
|-----------|--|-----------------|

#### PROFESSIONAL QUALIFICATIONS

- |      |  |
|------|--|
| 2012 | Royal College Certification Exam for Internal Medicine RCPSC |
| 2011 | MCCEE, MCCQE Part I & II completed LMCC                      |
| 2012 | ECFMG Certificate, Steps 1, 2, and 3 completed USMLE         |

## CLINICAL EXPERIENCE

August 2012-July 2013	Carlo Fidani Regional Cancer Centre Credit Valley Hospital Supervisor: Dr. Amazing	Mississauga, ON
July 2012	Jurvanski Cancer Centre Jurvanski Hospital and Cancer Centre, McMaster University Supervisor: Dr. Fiction	Hamilton, ON
July 2009	PGY4, Medical Oncology (Elective) London Health Sciences Centre, University of Western Supervisor: Dr. Fact	London, ON
July 2008	PGY3, Medical Oncology (Research Elective) Breast Care Program, St. Joseph's Healthcare Supervisor: Dr. Fact	London, ON

## PROFESSIONAL ELIGIBILITIES

2014-2015	Royal College of Physicians and Surgeons of Canada Certification, Medical Oncology	Hamilton, ON
May 2012	Royal College of Physicians and Surgeons of Canada Certification Exam, Internal Medicine	
April 2012	American Board of Internal Medicine	

## RESEARCH AND PUBLICATION

Mattson R.H., Felice K., Petroff, O., Smith J., GABA and the ornithine delta-autotransferase gene in vigabatrin-associated visual field defects. *Journal of Medical Stuff*, 10(7): 505-7, Oct. 2013.

## PROFESSIONAL QUALIFICATIONS

Current	College of Physicians and Surgeons of Ontario (CPSO)
Current	Canadian/Ontario Medical Association (CMA/OMA)
Current	Royal College of Physicians and Surgeons of Canada – resident member and fellow since 2012
Current	Canadian Medical Protective Association (CMPA)
Current	American Society of Medical Oncology (ASCO)
Current	Canadian Association of Medical Oncologists (CAMO)
Current	European Society for Medical Oncology (ESMO)

## INTERESTS

Triathlons, soccer, family, reading, volunteering

## REFERENCES

Available upon request.



## Interview Preparation

Now that you have submitted your polished CV, it's a good time to prepare for interviews.

**Prepare.** Dress professionally for the interview and plan to arrive early. Being early gives you time to relax and take in your surroundings before the interview. Be prepared to talk about your training and experiences. Have some of your own questions prepared ahead of time. During the interview, consider if the organization and position are for you.

**Select your references beforehand.** Be sure anyone you use for a telephone reference is aware he/she may be contacted and has agreed to act as a positive reference. You may even want to send your references a job description or at least the name of the hospital/clinic/organization and position to which you are applying.



**Review the type of questions that may be asked during the interview beforehand.** It gives you a chance to reflect on your progress and accomplishments to date as well as consider your career aspirations. Take a look at some sample interview questions that may help in your interview preparation.

### Sample Interview Questions

#### Education/ Training Background

- Where were you trained? Describe any other prior education.
- What courses/rotations interested you most during medical school or residency? Least? Why?
- Why did you choose your area of specialty?
- Do you have specific areas of interest?
- What supervisory or leadership roles have you held?

#### Knowledge of Hospital/Clinic

- What attracted you to this opportunity?
- What do you know about the hospital/clinic?
- What attracted you to this particular hospital/clinic?
- What could you bring to the hospital/clinic that others could not?
- How can you contribute to the efficient and high-quality management of patients?



#### Quick Tips

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, organizations and contact information.

### Work Approach/ Preferences/ Style

- Describe briefly your philosophy of medicine.
- What gives you the greatest satisfaction at work?
- What is the least satisfying part of your work?
- Describe one or two specific achievements of which you are most proud.
- Describe a time when you anticipated potential problems and developed preventive measures.
- How would your previous co-workers and patients describe your skills, demeanor and professionalism?
- Describe your preferred way of working within a team.
- How do you react when hearing an opinion that is different from your own?
- How do you work under pressure?
- Describe strategies you might use to resolve a conflict with a difficult patient.
- What would you do if you had a concern about the quality of care?

### Clinical Knowledge

- Are you familiar with the procedures at this site?
- What procedures, if any, would you like to add?
- Are there any procedures you would not perform?
- Do you have any concerns/issues with the Call rotation?
- What hours are you willing to work; how many per week total; how many of those would be clinical?
- Are you willing to work nights and weekends?
- How much vacation time would you expect per year (on average)?
- Are you interested in generalized/broad scope of practice?
- Are you interested in working with medical students and/or residents in a teaching capacity?

### Long-Term Goals/Aspirations

- Are you interested in leadership positions within health care?
- What are you looking for in a community?
- If you were hired, what would your short- and long-term goals be with this position?
- Where do you see yourself in five years? 10 years?
- Do you have any questions for us?  
(Prepare one or two.)

### Practice Timelines

- When would you be available to start?
- How long would it take to make a decision?

Finding an ideal practice is an ongoing process. The practice you envision for yourself after graduation may not be the practice in which you eventually establish yourself. Various factors can influence the job market and determine the opportunities available to new graduates and practising physicians alike. Use the information you've read in this module to start on the path to your ideal practice.

## Conclusion

Now that you have an understanding of how to find your ideal practice in Ontario, be sure to review our additional TiPS resources to assist you in your transition to practice:

- [Countdown to Practice](#): Offers medical residents a step-by-step guide for transition into practice.
- [Providing Locum Coverage in Ontario](#): Offers physicians best practice tips and resources for providing locum coverage in Ontario.
- [Compensation and Incentives](#): Offers information on the compensation and financial incentives available to physicians practising in Ontario.
- [Teaching as Part of Your Practice](#): Offers information on how to integrate teaching and mentorship into your general or specialty practice in Ontario.
- [The Business Side of Medicine](#): Offers medical residents and new graduates information on professional and personal considerations when setting up a practice in Ontario.
- [Physician Well-Being](#): Offers medical residents, graduates, and practising physicians information on resources and strategies for maintaining work-life balance.
- [Physician Resources](#): A compilation of important resources and links related to practising medicine in Ontario.



For more information, contact your **Regional Advisor** or email [practiceontario@healthforceontario.ca](mailto:practiceontario@healthforceontario.ca).

Available in accessible format upon request: [www.healthforceontario.ca/acs](http://www.healthforceontario.ca/acs)