

Physician Recruiter/Account Manager

Intermountain Healthcare - Salt Lake City, UT

Description:

About Us

Being a part of Intermountain Healthcare means joining a world-class team of over 37,500 employees and caregivers while embarking on a career filled with opportunities, strength, innovation, and fulfillment. Our mission is: Helping people live the healthiest lives possible.

Our patients deserve the best in healthcare, and we deliver.

To find out more about us, head to our career site here.

Job Description

This position identifies, develops, and implements strategies for recruiting targeted physicians and bears responsibility for all aspects of new physician (and some advanced practice providers [APCs]) recruitment and the development and implementation of strategies to hire the best physicians. Operates as strategic partner with all levels of management to develop and implement a comprehensive physician recruitment program for the entire health care system. This position functions as the expert source of information to all management levels on trends in physician supply and demand and offers to physician candidates.

Essential Job Duties

Establishes procedures to ensure effective efforts in physician recruitment activities:

1. Takes the lead and sets realistic timetables for physician recruitment negotiations by directing the sequence and timing of the negotiation process. Acts as the point person on negotiating employment offers to physicians working closely with all management levels as mentioned in the above "Scope and compensation committees.
2. Directs all marketing efforts for successful physician recruitment to include which media sources to use, creation of ads, and proof reading of final mock-ups. Works closely with lead physicians of groups and department medical directors to get input for advertisement.
3. Initiates the generation of the candidate's contract by providing specific key elements to contract writers, contract manager, and contract director including compensation and issues specific to physician specialty.
4. Functions as the point person to the physician candidate regarding questions and requested changes to the contract. Works closely with Regional Vice Presidents, Hospital CEOs, Hospital and Medical Group Medical Directors, Regional Medical Group Operations Directors, Hospital Operations Officers, and Contract Manager and Director regarding changes that need to be made to the contracts.
5. Interviews physician's references which requires speaking to residency and fellowship directors, university faculty, department chairs, and private physicians before extending formal offer or invitation to visit. This requires a high-level skill.
6. May direct and oversee the day-to-day activity and operations of the department support staff.
7. Educates the department support staff on all aspects of physician recruitment to make them proficient and to give them updates on changes as it relates to doing their job.
8. Continually develops and improves upon processes, procedures, policies and techniques to recruit physicians. Maintains up-to-date knowledge and compliance with federal and state fair employment laws and guidelines.
9. Develops working relationships with residency and fellowship directors for the purpose of recruitment.
10. Creates and presents scintillating lecture presentations on any subject matter for which the residency program director asks when invited to give didactic lectures at annual retreats.
11. Functions as liaison for recruitment of physicians with U. of U. School of Medicine Dept. Chairs

involving joint faculty appointments with Intermountain Healthcare positions.

12. Develops and maintains an effective working knowledge of physician employment agreements, employment process, offer packages, compensation and benefits to answer candidate questions as needed.

13. Ensures operations and processes are in place to meet or exceed recruitment goals.

14. Leads recruitment discussion during monthly physician planning and recruitment meetings with each region. Meetings for each region include Hospital CEO, Hospital and Medical Group Medical Directors, Hospital Operation Officers and Medical Group Operations Directors.

15. Provides input, as needed into the physician recruitment budget. Manages costs effectively, reviews and submits expenses for approval and payment.

16. Conducts initial interview and screening to determine appropriateness of forwarding physician candidates to all levels of management as defined in the above "Scope."

17. Manages and directs entire site visit and the creation of the visit itinerary for all physician candidates and work closely with Hospital CEOs, Hospital and Medical Group Medical Directors, Regional Operation Directors, Hospital Operation Officers, and physician groups as appropriate.

18. Attends dinners with physician candidates as appropriate and keep event moving as host.

19. Supervises and directs all aspects of the recruitment process for a physician candidate until they have signed their contract and moved to recruited job location which includes all logistical elements involving moving companies, hotels, vehicle transport, etc.

Posting Specifics

- Entry Rate: Commensurate with experience
- Benefits Eligible: Yes
- Shift Details: Full-time, Exempt
- Department: Physician Recruiting. Position is located at the World Trade Center in downtown Salt Lake City, Utah.
- Additional Information: This position will be around 25% travel. Travel will primarily be local, to Weber, Cache, and Summit counties, as well as rural locations in Utah/Idaho from time to time.

Minimum Requirements

- Bachelor's degree. Education must be obtained through an accredited institution. Degree will be verified.
- Five years demonstrated experience in working with physicians, professional organizations, hospitals, schools or similar interactions in a recruiting or sales-focused role requiring negotiations and compliance with regulations.
- Demonstrated knowledge of ACGME programs and know where to find resources that provide information on residency and fellowship counts by specialty.
- Demonstrated familiarity with the hospital/group practices and the many services they provide.
- Experience in a role requiring independent work with minimum supervision; the ability to organize and prioritize duties; and to work well with other marketing, administrative, and medical staff.
- Experience using word processing, spreadsheet, database, internet and e-mail and scheduling applications.
- Experience in a role requiring effective verbal, written and interpersonal communication skills.
- Able and willing to telephone and meet with individuals in the early morning and evenings as needed to enhance recruitment efforts and the ability and willingness to travel as required to visit physicians.

Physical Requirements

- Speaking, hearing / listening, seeing, manual dexterity

Preferred Requirements

- Experience recruiting physicians or advanced practice providers (APCs)
- Understand Stark Law as it pertains to recruitment and understand physician employment contracts to the level of proficiency of being able to teach residents contract essentials and identifying problems in contracts.

Please Note

All positions subject to close without notice. Intermountain Healthcare prohibits discrimination on the basis of race, ethnicity, religion, color, national origin, sex, age, sexual orientation, gender identity/expression, veteran status, disability and/or genetic information.

