

**Working Part-Time:
A Self-Assessment Tool for Physicians**

**American Academy of Pediatrics (AAP)
American Medical Association (AMA) Women Physicians Congress**

You may be thinking about reducing your practice hours, job sharing or seeking another kind of part-time position. You are not alone; a growing number of physicians are working part-time or considering it.

Certainly there are both rewards and challenges in working part-time. It allows more time for balancing family responsibilities, or for pursuing other professional interests. At the same time, some physicians report a down-side, including the loss of benefits, reductions in administrative support, or a perceived drop in their professional status.

The most important factor in making the decision is understanding your objectives and realistically evaluating what you need to do to achieve them. You must identify what you can live with and what you cannot, as well as clearly evaluate your career goals and job satisfaction measures. Finally, it is about negotiation – with yourself, your loved ones, and your employers or partners.

The following Physician Self-Assessment questionnaire will help you think through these issues and prepare for finding the best work option for you. This questionnaire has been provided to you as a PDF file that you can download and print so that you can think about these issues and refer back to your answers as you explore your work/practice options.

A next steps section is included at the end of the questionnaire as a starting point for thinking about what steps you might take next in considering your work/practice options.

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1. Rank these factors in their importance of how you choose your work.

(1 = most important)	RANK
a. Financial support	_____
b. Utilizing present skills	_____
c. Developing new skills	_____
d. Service to patients	_____
e. Mentoring/teaching	_____
f. Creativity in developing your position	_____
g. Professional satisfaction	_____
h. Other _____	_____

2. What is the most satisfying aspect(s) of your current position(s)?

3. What is the least satisfying aspect (s) of your current position?

4. What life events do you anticipate in the next 5 years that will impact your need to work part-time? (Please check all that apply)

- Birth of a child _____
- Career change for self _____
- Career change for spouse/partner _____
- Care of other family members _____
- Retirement _____
- Other _____

5. Describe the importance of these part-time job factors in influencing your consideration/selection of a part-time position.

	Extremely important	Moderately important	Incidental
Income			
Flexibility in work schedule (i.e. ability to change)			
Defined schedule (i.e. limit on nights, no ER, etc.)			
Maternity/paternity leave			
Family leave			
On-site child care			
Stress level of position			
Ability to accommodate personal health issues			

Type of work (clinical, administrative, well-care, setting)			
Need to relocate			
Clear job description			
Other (please list)			

6. List three short-term professional goals.

- a. _____
- b. _____
- c. _____

7. List three long-term professional goals.

- a. _____
- b. _____
- c. _____

8. Are you the sole decision-maker relating to your job decisions?

____ Yes ____ No—

If no, what are the concerns of the other decision maker(s)?

9. Rank the following in importance to your decision making process. (1 = most important)

RANK

- a. Personal knowledge of or personal contact at proposed job _____
- b. Desire to work for a particular organization/practice _____
- c. Desire to acquire specific job experience or knowledge _____
- d. Geographic requirements _____
- e. Availability of the hours/days schedule needed _____
- e. Other _____

10. List three people who could provide you with information that would be helpful in choosing your career pathway at this point in your life.

- a. _____
- b. _____
- c. _____

11. List three work environments in your community where you would like to explore a part-time position.

- a. _____
- b. _____
- c. _____

12. List three barriers you currently face in obtaining your desired work situation.

- a. _____
- b. _____
- c. _____

13. List three actions that you can take immediately to help you explore your options.

- a. _____
- b. _____
- c. _____

Next steps and how to use your answers:

Now that you have completed the self-assessment tool you may have some questions about what to do next. This section is provided as a starting point for additional ideas and suggestions as you explore your work/practice options while keeping in mind the answers you have provided. It is not intended to be an exhaustive listing of resources and solutions.

General information:

Review the resources available on our Work-Practice Options Web site.

Check out the reading list and Web site links for additional resources and useful information at <http://www.ama-assn.org/ama/noindex/category/>

Uncovering possible part-time opportunities:

Consider using the ranked list in question 9 as a starting point in uncovering possible part-time opportunities. For example, if you ranked personal knowledge of or a personal contact at proposed job as number 1, you may wish to start talking with colleagues about your desire for part-time employment and ask them to keep an eye open for you for part-time opportunities.

The resources on the Work/Practice Options Web site also include links to job posting Web sites such as JAMAcareernet at <http://jamacareernet.ama-assn.org/> and the American Academy of Pediatrics resource, <http://www.pedjobs.org>.

Local, specialty, and state medical societies often have job posting and career assistance sections on their Web sites as well.

Finding people who can provide you with information:

If you were unable to identify specific people to assist you in question 10, you may wish to explore the resources available from your specialty or state medical society. A listing of women specialty organizations is available on the WPC Web site at <http://www.ama-assn.org/go/wpc>. In addition, the Web resources on this Web site may help in locating people to assist you.