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.

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