LSU PEDIATRICS

Guide to Graduation, Licensing, Fellowship, & Jobs after Residency

2015 - 2016
TABLE OF CONTENTS

INTRODUCTION .............................................................................................................4
TIMELINE ....................................................................................................................5
TOTAL COST ...............................................................................................................6
SCHEDULING BOARDS ..............................................................................................7
REGISTERING FOR STATE LICENSE AND FCVS ..............................................8
DEA LICENSE ..........................................................................................................9
APPLYING FOR FELLOWSHIP .............................................................................10
APPLYING FOR HOSPITALIST POSITIONS ......................................................13
APPLYING FOR GENERAL PEDIATRICS JOBS ...............................................18
1. Introduction

Preparing for graduation and the next step in your career takes a lot of time and organization. Starting early is essential!

For licensing, most of the paperwork can be completed in an afternoon and finished with a notary the next day. Unfortunately, once the paperwork is in, the Byzantine licensing process takes a very long time to produce your full license. If you get your paperwork in much later than the start of the New Year, you risk not having your full license by July 1st. Some States require as many as 6 months to get your paperwork processed. Failure to be fully licensed may keep you from starting a new job or fellowship on time. Also, you are required to be fully licensed (in any State) in order to sit for the Pediatrics Boards. This deadline is typically the first of the month that your boards will be taken. Set a deadline for yourself early in the New Year to complete the paperwork.

We have gathered advice from former Residents and current faculty below regarding application to jobs in general pediatrics, hospitalist medicine, and Fellowships. Our residency matches graduates into highly competitive and successful jobs and training programs all over Louisiana and around the country. Take advantage of their wisdom!

The process of graduating is confusing. We hope that this guide will make the process a little easier for you.

Best of luck,

Casey McAtee & Julie Gallois
LSU Pediatrics Chief Residents 2015-2016
2. Timeline

Please see the section, “Applying for Fellowship”, for Fellowship timelines

Spring/Summer PGY-2 year
- Prepare your CV for the job application process. Better to keep it current through residency
- Start budgeting for next year’s costs
- Start organizing your board preparation

Beginning PGY-3 year
- If you know where you will be practicing in a year, go to that state’s State Medical Board website and look into what is required for licensing. Some States take >6 months for licensing. Louisiana takes 3-6 months.
- If going into General Pediatrics, begin your preliminary job search.
- Organize your board preparation.

Fall PGY-3 year
- Apply for State medical license where you will be practicing
- You have already started studying for boards

Winter PGY-3 year
- Register for boards (opens January)
- Aim to have State medical licensing application in by February 1st at the latest
- Apply for DEA license if necessary

Spring PGY-3 year
- Look into loan repayment strategies if applicable
- Registration for boards deadline
- Celebrate!
3. Total cost

These costs are up to date for Louisiana as of **August 2015**

### Boards and licensing

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial license</td>
<td>$382.00</td>
</tr>
<tr>
<td>FCVS</td>
<td>$445.00</td>
</tr>
<tr>
<td>AAP Boards</td>
<td>$2265.00</td>
</tr>
<tr>
<td>DEA License&lt;sup&gt;1&lt;/sup&gt;</td>
<td>$731.00</td>
</tr>
<tr>
<td>LA Pharmacy License:</td>
<td>$45</td>
</tr>
<tr>
<td>LA Background Check&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$40.75</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3868.00&lt;sup&gt;3&lt;/sup&gt;</strong></td>
</tr>
</tbody>
</table>

### Fellowship

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERAS token</td>
<td>$105</td>
</tr>
<tr>
<td>ERAS application</td>
<td>$110 base fee for up to 10 programs ($11-26 additionally for each additional program)</td>
</tr>
<tr>
<td>ERAS USMLE transcript fee</td>
<td>$80</td>
</tr>
<tr>
<td>ERAS medical school transcript fee</td>
<td>Varies. LSU and many others free of charge</td>
</tr>
<tr>
<td>NRMP fee</td>
<td>$70</td>
</tr>
<tr>
<td>Interviews</td>
<td>Some programs may pay for one night hotel stay You are responsible for transportation. Roughly budget ~$500 per interview requiring travel.</td>
</tr>
</tbody>
</table>

<sup>1</sup> Your future practice may purchase this for you. You have time as application takes 2-4 weeks. Your Fellowship may not require it.

<sup>2</sup> All of you should have already completed this for your training license. If so this does not need to be repeated.

<sup>3</sup> Does not include Louisiana background check
4. Registering for boards

Start here: https://www.abp.org/content/general-pediatrics-certifying-examination

- Registration opens in January and closes around March.
- **2016 Dates:** October 18th, 19th, or 20th, 2016 (choose one)
- Exams are officiated by Prometric.
- Studying
  - MedStudy
    - Set of comprehensive review books available to you through the LSU bookstore (you can use your book money).
  - PREP questions
    - Many exam questions seem to come directly from PREP. Do as many as possible. If you had to pick only one resource to use, this would be the one.
  - *Laughing Your Way to Passing the Pediatrics Boards* textbook
    - Outline-based learning
    - Not as in-depth as PREP or MedStudy, but it’s very easy to read.
    - It is an excellent final review for high-yield subjects such as metabolic disorders, genetic disorders, toxidromes, developmental milestones, etc.
5. Registering for State license & FCVS

Up to date for Louisiana as of August 2015

Start here: http://www.lsbe.la.gov/licensure/index
and here: http://www.fsmb.org/licensure/fcvs/

- We cannot stress enough the importance of starting early. This process can take up to **6 months** for some States, including Louisiana. Apply at least before February 1st of your PGY-3 year to ensure that this is finished in time. Any later might work, but it’s risky.
- Failure to get your licensing processed by July 1st may result in a delay in starting your new job or Fellowship.
- Chief Residents are required to be licensed by July 1st, as well.
- Get your initial application to LSBME and FCVS sent off first. FCVS, a required service that collates your test scores and transcripts, takes the longest to go through.
- CHNOLA’s lawyer in administration will notarize all required documents free of charge.

Check-list

1. ___ LSBME application (2 pages)
2. ___ Third party authorization for release of information (must be notarized)
3. ___ Oath or Affirmation relating to professional background (must be notarized)
4. ___ An affidavit for each “yes” answer in Oath or Affirmation (must be typed and notarized)
5. ___ Statement of Legal Name
6. ___ Application fee; Check or Money Order ONLY - non refundable

Request separately

1. ___ FCVS application (includes USMLE & medical school records)
2. ___ Request for Criminal Background check (not required if already done at start of residency)
6. Registering for DEA license

Start here:
https://www.deadiversion.usdoj.gov/webforms/jsp/regapps/common/newAppLogin.jsp

- Much shorter turn-around, ~2-4 weeks
- Louisiana also requires that you also get a license from the LA Pharmacy board
- Find out from your fellowship or future employer if they require this. They may pay for it or may not require it. Since turn-around is <1 month, you have time to investigate.
7. Fellowship Applications

Use FREIDA to research programs, use ERAS to apply to programs, and use NRMP to match into programs.

**Start here:** [http://www.nrmp.org/participating-fellowships/](http://www.nrmp.org/participating-fellowships/) to find out which application cycle your chosen subspecialty is on.

**Helpful Websites:**

**FREIDA (Fellowship and Residency Electronic Interactive Database)**
Search FREIDA for general program information and programs available in each state
[https://freida.ama-assn.org/Freida/user/viewProgramSearch.do](https://freida.ama-assn.org/Freida/user/viewProgramSearch.do)

**ERAS (Electronic Residency Application Service)**
Search ERAS for application information and application process/completion
[https://www.aamc.org/students/medstudents/eras/fellowship_applicants/](https://www.aamc.org/students/medstudents/eras/fellowship_applicants/)

**NRMP (National Resident Matching Program)**
Search NRMP to find important dates and information concerning the match and its rules

**EFDO (Eras Fellowship Documents Office)**
EFDO receives and attaches supporting documents and transmits them through the ERAS application to programs. They also collect your $ to start the ERAS application.
[https://www.erasfellowshipdocuments.org/](https://www.erasfellowshipdocuments.org/)

**Hint:** Ask your letter writers for a letter as soon as you know you need one. It may take them a while to write and submit it. Give them a deadline. Send them a reminder 2 weeks before ERAS opens, they will appreciate it.
The process:

- Start by looking through your desired specialty program on FREIDA
- Find out if the specialty you are interested in participates in the match. Most do (NICU, Heme/Onc, Pulm, etc.), but a few (Hospitalist fellowship) do not.
  - If the program participates in the match, search NRMP for a list of schedule dates. If it does not, you contact each program individually.
  - There is a Fall match and a Spring match. On the NRMP website it will tell you when your specialty matches.

- Sample Fall match timeline:
  - May
    - Identify and ask faculty to write letters.
    - Ensure your personal CV is updated.
    - Write/polish your personal statement. Shorter = better.
  - June
    - The first step to applying is to purchase a "token" from EFDO. This is basically the fee that lets you start filling out the ERAS application.
    - Start filling out the myERAS application
      - This will take a while. The CV portion takes the longest time.
      - Upload your personal statement to this application
    - Use myERAS to print instructions for using the Letter of Recommendation Portal to upload letter. Give this along with your CV and any other requested documents to your letter writers. Your letter writers will upload the documents to the portal, not you.
    - Contact your med school for your transcript and MSPE
      - LSU-NO will upload yours for you. Each school is different.
      - Do not hesitate to call your medical school and remind them to do this.
  - July
    - Applications (ERAS) are submitted on opening day to programs you choose.
      - Get these in early, preferably the day ERAS opens it. There may be limited interview spots available and can be given away early.
    - Programs begin to contact you for interviews. They may be offered August to beginning of November.
  - August
    - Match opens (NRMP)
  - October
    - Rank lists open (NRMP)
  - December
    - Early: Rank list deadline (NRMP)
    - Late: Match Day (NRMP)

Fees: (see part 3)
Tips for interviews

- Be yourself.
- The most helpful strategy is to meet with someone who has recently interviewed in your chosen subspecialty. Every subspecialty will be slightly different in the focus of the interview day.
- Remember what the point of the interview is. It’s their opportunity to determine, in person, if you would be a good person to work with. Are you professional, organized, not too weird (at work), etc. Inspire confidence.
- Also keep in mind that this is your opportunity to interview them. Ask about their programs, what do Fellows do after graduation, how do Fellows interact with the staff; this might be your only chance to kick the tires, as they say.
- Fellowship interviews tend to be more focused on your clinical and research interests than residency interviews were. Be prepared to discuss what interests you academically in your chosen field.
- Be prepared to answer the question “where do you see yourself in 5-10 years”. They want to know that you have thought through your plans to go into this field.
- Be prepared to discuss your research experience, if applicable.
- Remember that you are always “on”, whether you are emailing with the Fellowship coordinator, having lunch with the Fellows, or walking with a faculty member on a tour.
- When packing, bring an extra tie, extra socks, extra belt, extra shirt, etc.
- Arrive early to interviews. Plan for disaster.
- Be wary of scheduling too many interviews in one week (>2). You will struggle with fatigue and staying on your best game. This may however be necessary, unfortunately.
- Schedule light rotations (electives) and vacation for the interview season of your subspecialty. It is very difficult to interview during inpatient rotations.
8. Applying for hospitalist positions

We have compiled advice from some of our fantastic residency graduates who have gone into hospitalist medicine.

“From a hospitalist standpoint I think the most important thing for the residents to know is that not all hospitalist positions are similar to ours (which the residents will be most familiar with). Besides the basic academic versus non-academic choice, it will be important for them to understand that hospitalists at other institutions will possibly be involved in a wide variety of other services which could include significant well baby coverage, ER consultation, provision of conscious sedation for procedures/diagnostic testing, etc. Our residents are also used to our system of daytime coverage with at-home call. However, many institutions have implemented 24 hour coverage systems that lead to shift work with frequent handoffs which leads to some unique challenges. At some hospitals the hospitalists may be responsible for nearly all patients admitted to the hospital with specialists acting solely on a consultant basis (which is also quite different from our model here).”

Dr. Jay Hescock, M.D., LSU Pediatrics
c/o 2003, Chief Resident 2004-2005
Dr. Leslie Reilly

- Check out www.pedjobs.org to look for openings around the country.
- Start early. You never know when people are looking for someone or anticipating job openings, and this gives you more options (as well as allowing you to learn about different programs and their style). The interview/credentialing process also takes time.
- Get your license ASAP. It takes 6 months to get a medical license in some states (California, Hawaii, others), and some may even require you to already have another state license when you apply.
- Don't be afraid to ask about salary. It’s a valid and important question. Don’t forget to take cost of living into consideration (Go to www.zillow.com and scan housing/rental prices).
- Find out what the job entails (be wary of a job that pays really well).
- Things to avoid in a contract: non-compete clause, or at least make sure it's well defined. It usually means that if you leave your job, you can’t practice in that job (ie. As a hospitalist) within a certain geographic radius. If you are displeased with your job, you could get stuck there because you won’t have another job option in the city (in that field).
- Make sure you know what happens if you break your contract early. You don’t want to get screwed if you’re unhappy with the job.
- When you interview in person, take a good look at the program, the day to day routine, and the people there (and really try to imagine yourself spending a lot of time with these people, at work and socially. Even if you never see them in a social situation, their demeanor transcends into work situations as well). You are there to interview the program as much as they are interviewing you!
- If you are going to an unfamiliar city, try to stay a few days including both a weekday and weekend day to get a good feel of what it’s like to live there.

Dr. Leslie Reilly, M.D.,
LSU Pediatrics c/o 2013
Dr. Kate Caldwell

**Things to do/consider early on:**
- Create/update your resume
- Write a cover letter and tailor it for each specific job you are applying to
  - Dr. Desselle has some good examples
- Budget
  - Recognize in advance how costly this process is; estimates are listed w/ each
    item below. Plus ABP Boards cost >$2000!
  - Request that the interviewing company reimburse you for travel expenses,
    including hotel accommodations, flight, and rental car. (I was very timid to do
    this, and was pleasantly surprised when they paid for all of these expenses for two
    different interview dates.)
- Letters of Recommendation (you’ll probably need at least 3, plus a few references to fill
  out various forms); be thinking about who you plan to ask…
- Timeline
  - Start applying for jobs early, by the fall of 3rd year. This is when all the other
    new graduates will also be in the market to fill any job openings.

**Hospitalist Job Search and Application Process:**

*How to identify job openings:*

First consider where you would like to work and how flexible you are with location. If
you are looking at a specific location, as I was, find out what the major hospitals (+/-
medical schools) are in that area. This can be as simple as doing a Google search. Since
you know you want to work inpatient, this helps narrow your job search a good bit. Do
you want to work in academics or community based? Are you willing to commute to a
smaller nearby city? If you are open to living in variety of locations across the country
and you are unfamiliar with the respective hospital systems, then it may be helpful to find
a recruiter. Check out at least the first two job search websites listed below, too.

If you have identified particular hospitals (community based or academic), obviously
start by looking at their websites for job listings or contact the HR department/physician
recruiting services at those hospitals (contact info should be easily found online).

It helps to know other people (other residents/pediatric staff) in your desired location to
help get an idea of the medical landscape there. What are the major hospitals,
connections to the peds department, etc. Ask Dr. Desselle or other mentors for help in
this area.

Once you have made contact, offer to send your updated CV and a cover letter or simply
go through the formal application process online. Follow-up once you’ve done this!!!
Other websites for job listings:

PedJobs★
- www.pedjobs.org
- The official AAP resource for pediatric careers

Career MD
- www.careerMD.com
- Website contains job listings with brief description and contact information
- You can create an online profile and upload your CV
- New Orleans Career Fair- Dr. Desselle will distribute information to sign up; this was held at a hotel in the French Quarter in February the year I graduated. Career MD hosts these all over the country.

Others:
- Practicelink.com
- www.doccafe.com
- www.comphealth.com
- www.indeed.com
- www.practicematch.com

***BE WARNED: Once you create a profile on these websites, you will be inundated w/ phone calls from recruiters- often trying to have long conversations at inopportune times while you are at work. This will not stop calling for YEARS even if you keep telling them you have a job!

What things to look for in a hospitalist job:

1. How experienced are your colleagues? How long have your partners been established at that location/ in practice?
2. Will you work well with your co-workers? Do you mesh with the team? Hopefully you should be meeting your prospective colleagues on your interview date.
3. Shifts/call schedule? Are you in house? How are nights covered?
4. Teaching opportunities if desired? Medical school affiliation?
5. Will you work with any mid-level providers (i.e., nurse practitioners)?
6. How is personal leave/illness or high patient volume/acuity handled? Is there a back-up call grid?
7. Who’s staffing in the ER? Peds ED trained physicians, pediatricians, or adult ED physicians? Mid-level providers??
8. Where do your admissions primarily come from (your ED, outlying facilities, pediatricians offices)? And where will transfers from your facility go to receive a higher level of care? Where is this? How accessible? Modes of transportation?
9. ICU/TCU availability
10. Subspecialty providers’ availability  
11. Back up in emergency situations? Ask how many codes there have been in the past year.  
12. How involved is the administration with the unit? Do they respond to requests/needs of the unit in timely manner?  
13. What types of patients are accepted to the unit (if community based practice)? Level of acuity? You may need to ask specifics regarding treatments available to get an understanding of this. (E.g., For asthmatic patients, can you give continuous Albuterol? Magnesium boluses? For RSV, is vapotherm available? Etc.)  
14. Relationship with community physicians? Do any of these providers admit to themselves?  
15. How experienced are the nurses? Is there high turnover?  
16. Ancillary staff? Respiratory therapists- pediatric trained?  
17. Holiday schedules

What things to avoid:  
1. Non-compete clauses, be wary.  
2. Responsibilities w/ deliveries, new born nursery, NICU

What to look for in a contract:  
1. Is your pay productivity based?  
2. Paid time off- 4 weeks is standard  
3. Sick leave- often included w/ PTO  
4. Other benefits?  
5. Reimbursement for licensing and credentialing fees, AAP membership (surprisingly expensive), pediatric boards  
6. Designated academic time?

-Note: Have someone else review your contract- this may just be an attending or possibly a lawyer. If you work for a large corporation, chances are they won’t make many changes to a fairly standardized contract. If you choose to hire a lawyer to review your contract, be sure to nail down the cost of services in advance.

Good luck!!!

Kate Caldwell, M.D.
LSU Pediatrics c/o 2014
9. Applying for general pediatrics jobs

- I started looking in the fall so I could get a sense of what's out there but REALLY started looking/applying for specific jobs Dec/Jan. I did my interviews in February and had signed by March.
- I found my job using the Pedjobs.org website through the AAP. It was easy to set up an account with a job alert, and I submitted my resume to my clinic through that site. Another valuable resource I found though was going to the website of the state chapter of the AAP for the state they want to be in after residency.
- I thought it would be better to "know someone" to get a good job, but that avenue never really panned out for me, so if they don't know any pediatricians in the area they want to go...it'll be ok!! I love my job!
- Many people said I needed to get a lawyer before I signed any contract. I didn’t. My job really only had an offer letter I signed. It was all in plain English, so I didn't feel the need to pay someone $1000 for the hell of it. However, if you are joining a larger company with a more formal contract or a place with multiple locations you could be sent to, I would recommend hiring a lawyer to review.

Dr. Sarah Black, M.D., LSU Pediatrics c/o 2015