

# CONTRACT CHECKLIST

	Salary	
	Bonus	
	Vacation	
	Sick/personal	
	Malpractice insurance	
	Medical, dental and/or disability insurance	
	CME time	
	CME money	
	AAPA dues	
	State assoc. dues	
	State fees	
	Prescriptive privileges (if applicable)	
	NCCPA recertification fees	
	Tuition reimbursement, 401K/Profit sharing	
	Number from most to least important. Don't forget job specific items/expenses. E.g. <ul style="list-style-type: none"> <li>• Travel</li> <li>• Cell phone</li> <li>• Clothing</li> <li>• Equipment</li> </ul>	

## How to use your checklist:

1. Left column: Number each contract point from most important (usually salary) to least important
2. Right column: Put what you expect to get and have in mind a "walk away figure" the level at which you will no longer accept the job.
3. Prepare before your interview or negotiation. Bring your check list with you in a folder and have it ready to reference (do not give it to your prospective employer)
4. Reference the AAPA census to obtain figures to fill in the right column.
5. Have a copy of the census ready to give your prospective employer.

# Example CONTRACT CHECKLIST

1	Salary	\$85,000
?	Bonus	Depends
3	Vacation	3 weeks
3	Sick/personal	1 week
2	Malpractice insurance	Covered by employer
4	Medical, dental and/or disability insurance	Personal coverage is standard, expect to pay for family
6	CME time	1 week
7	CME money	\$1500
8	AAPA dues	Covered
8	State assoc. dues	Covered
8	State fees	Covered
8	Prescriptive privileges (if applicable)	Covered
8	NCCPA recertification fees	Covered
9	Tuition reimbursement, 401K/Profit sharing	Possible if hospital etc. unlikely from private practice
5	Number from most to least important. Don't forget job specific items/expenses. E.g. <ul style="list-style-type: none"> <li>• Travel</li> <li>• Cell phone</li> <li>• Clothing</li> <li>• Equipment</li> </ul>	Anything which you need to do the job should be covered

**This represents an example of how a checklist may be filled out. Right column information is in line with the PA job market for a NEW GRAD**