# Considerations for Clinicians

Directions:Use this checklist to prepare for a conversation with leadership about developing a strategy to retain your clinical reputation and remain accountable to the physicians who refer patients to you while filling an interim or acting role. Record your thoughts and questions to include in conversations with leadership. You can adapt any of these to meet your unique needs.

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| Professional considerations | | |
| **✓** | **Things to Think About** | **My Notes and Questions** |
|  | Organizational intent | What is the scope of work and the timeline? How much authority do you have? Are you being considered for the role? Are you interested in the role? |
|  | Projects and initiatives | Are there any high-profile projects or initiatives that need to be continued? What are the timelines? Who needs to be kept in the loop? |
|  | Clinical and referral responsibilities | How will you protect your clinical practice and referral pipeline? |
| Setting yourself up for success | | |
| **✓** | **Things to Think About** | **My Notes and Questions** |
|  | Task shifting | Can any responsibilities be shifted to others on your team or the leadership team or be outsourced? |
|  | Administrative effort | Work with leadership to assess the administrative effort to ensure it is as efficient as possible. |
|  | Additional resources | Will you need additional help or resources? |