

## Office Mentorship Details:

IPED assists with facilitating the “matching” of the graduate with Mentors. IPED does not set guidelines or parameters around the content of your mentorship although I am happy to provide details of what others are doing as well as specifics of what we are doing in our own office. Below are some points that I emailed out to the doctors for them to keep at the forefront of their mind when developing their mentorship programs:

Keep the following in mind when making an offer:

- a. IPED does not determine how you can use the unmatched grad in your practice nor how much to pay them or any benefits to offer them. Each practice will define the role the practice management mentee will serve in the practice. What the graduate will be able to do in the practice will greatly depend on the state’s practice act and licensure rules.
- b. While the unmatched graduates do have a DPM degree, in most situations they are unable to obtain a license without a residency. Most practices seem to be utilizing them primarily as a podiatric medical assistant.
- c. Please keep in mind they will need time off periodically to interview and visit residency programs when the time comes.
- d. If they succeed in getting a residency position for next year, it will likely start in June 2018 so their time with you would likely end in May 2018 at the latest.

## Rate of pay:

Although some practices pay \$10 an hour, I would say an average of \$12-\$15 per hour is the norm for an unmatched graduate. However, in higher cost of living areas, I am aware of rates of pay between \$18-\$20 an hour. Some offices pay for medical benefits and some do not. Compensation and any ancillary benefits is determined by you and agreed upon by the mentee.

**Hal Ornstein, DPM, FASPS, FAPWCA**

**EXAMPLE: OFFER DETAIL LETTER**

Date

Name

Street

City, State zip

Dear (enter name):

It is our pleasure to offer you an office mentorship with Podiatry 1<sup>st</sup> in the position of a Medical Assistant. You will report directly to Dr. XXXXXXXX beginning (Insert Date). This position will be full time and will consist of 40 hours a week. Ideally this position will run through (Insert Date) , with the option of ending earlier or later if both parties are in agreement.

**Rate of pay:** Your rate of pay will be \$XX.00 per hour a week paid on a biweekly basis.

**Paid time off:** We understand your ultimate goal is to obtain a residency in summer of 20xx. In order to assist you with achieving your goal we will provide to you 2 days a month of paid time off to visit residency programs starting (Insert Date) and concluding in (Insert Date. This equates to 3+ weeks (16 days) of paid time off to visit and interview with various residency programs. You can utilize these days off in advance and take more than 2 days off a month however the maximum number of days off should not exceed 4 days off a month and not to exceed 16 days off in total. Any request for time off should be requested, if possible, 3 weeks in advance or as soon as reasonably possible.

**Paid Holidays:** We are also pleased to offer you the following 5 paid Holidays.

July 4<sup>th</sup>  
Labor Day  
Thanksgiving Day  
Christmas Day  
New Year's Day

**Vacation:** We realize the need for rest and relaxation and therefore also extend to you 1 week (40 hours) of paid vacation time. Any request for vacation time should be requested off 2 weeks in advance if at all possible.

**Other:**

We are excited for the passion, energy and impact you will bring to (Insert name of practice.)  
Congratulations and welcome aboard

Sincerely,

Dr. XXXXXXXX