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FILE REPORT 15 - 10

Thompson Region Division of Family Practice

Family Practice Succession Planning

Template 2.0

Acknowledgment

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Introduction

The intent of this information is to help support present and future Family Physicians and General Practitioners who are transitioning into retirement. The following information following has been composed and compiled in-kind by local professionals to allow you to transition effectively knowing you have positioned yourself and your patients for the best possible outcomes.

This template and resources enables you to start thinking and designing your personalized succession plan over the next 5 years. The information will help you with recruiting a successor, doing financial planning, positioning your business with coaches, lawyers, accountants, and defining what your options/responsibilities are with your patents and their charts.

This tool was designed to help you create a plan that you can implement with help and support along your journey. You can apply the information to your own situation and create an action plan, while identifying resources that can help and work with you in achieving your goals.

FAMILY PHYSICIAN SUCCESSION PLANNING TEMPLATE

How to use this template and resources:

Please follow the steps below to get started in creating your Succession Plan:

Step 1: Read through the template and answer the questions to the best of your ability. Include a projected date for completing or following up on each item you identify.

Step 2: Identify any areas about which you have further questions.

Step 3: Review the list of resources and read through the information provided that addresses questions identified in step 2.

Step 4: Identify any remaining questions and find out when the next Family Practice Succession Workshop will be held, OR contact your local professionals to get more information.

.....
NAME:
.....

DATE:
.....

What value is offered in defining your succession plan for the practice?

Best Case Scenario:

Backup Option:

Action Item - Date:

What purpose will be served by creating your succession plan?

Best Case Scenario:

Backup Option:

Action Item - Date:

What would you describe as an effective/successful succession plan?

Best Case Scenario:

Backup Option:

Action Item - Date:

Which stakeholders need to be included?

Best Case Scenario:

Backup Option:

Action Item - Date:

VISION

What information needs to be contained in the plan?

.....

Best Case Scenario:

.....

Backup Option:

.....

Action Item - Date:

.....

.....

.....

.....

COMMUNICATION

Who do you need to be in contact with?

.....

Best Case Scenario:

.....

Backup Option:

.....

Action Item - Date:

.....

.....

What opportunities/barriers to communication are present?

.....

Best Case Scenario:

.....

Backup Option:

.....

Action Item - Date:

.....

.....

TIMELINE

Transition time line - over what period?

Best Case Scenario:

Backup Option:

Action Item - Date:

Full transition - by what date?

Best Case Scenario:

Backup Option:

Action Item - Date:

Partial transition - over what time period?

Best Case Scenario:

Backup Option:

Action Item - Date:

How often will plan the need to be reviewed in order to ensure sufficient progress?

Best Case Scenario:

Backup Option:

Action Item - Date:

RECRUITMENT

Who leads recruitment / who decides on the final candidate(s)?

Best Case Scenario:

Backup Option:

Action Item - Date:

How many successors?

Best Case Scenario:

Backup Option:

Action Item - Date:

Timing and timeline of recruitment

Best Case Scenario:

Backup Option:

Action Item - Date:

Opportunities/barriers to recruitment

Best Case Scenario:

Backup Option:

Action Item - Date:

FINANCIAL

Variables to consider: income, tax impacts, retirement planning, transition issues to be managed, etc.

Best Case Scenario:

Backup Option:

Action Item - Date:

PATIENTS

Transition with/without successor?

Best Case Scenario:

Backup Option:

Action Item - Date:

Communication Plan

Best Case Scenario:

Backup Option:

Action Item - Date:

OFFICE TEAM

Clinic Team Impact: manager, MOA, billing clerk, nursing, others

Best Case Scenario:

Backup Option:

Action Item - Date:

Team SWOT

Best Case Scenario:

Backup Option:

Action Item - Date:

OPERATIONAL

Building - ownership/lease/rent

Best Case Scenario:

Backup Option:

Action Item - Date:

Medical Licenses

Best Case Scenario:

Backup Option:

Action Item - Date:

Equipment

Best Case Scenario:

Backup Option:

Action Item - Date:

Reporting/accountability (org chart)

Best Case Scenario:

Backup Option:

Action Item - Date:

TRANSITION ISSUES

Training/orientation

Best Case Scenario:

Backup Option:

Action Item - Date:

Mentoring

Best Case Scenario:

Backup Option:

Action Item - Date:

Locum needs

Best Case Scenario:

Backup Option:

Action Item - Date:

