

# LOCUM CHECKLIST

If you are appointing locum cover you need to tick all the boxes required for hiring locums. This checklist should help ensure you are prepared

## **DUE DILIGENCE.**

For the safety of your patients and the reputation of your practice, you must check:

- GMC Registration
- GMC GP Registration
- Free of Restrictions / Suspensions?

*Have you checked that the doctor is on both the current general and specialist GP registers? Are they free from restrictions or are they under investigation? You should re-check this regularly for ongoing assignments.*

- PCT Medical Performers List entry

*The GP must be on the MPL of the country in which they work – thus if a doctor wishes to work all over the UK, they must be on English, Welsh and Scottish Performers List. A doctor who is only on an English PCT MPL cannot legally work in Wales or Scotland (and vice-versa).*

- Proof of identity
- Eligible to work in UK

*Under UK Border Agency legislation, it is the employer's responsibility to check identity and eligibility to work in the UK. Failure to do so may make you liable for a fine if there is a breach of the rules.*

- CRB Disclosure Check
- POVA / Vetting & Barring

*Is there proof of a recent Enhanced check? Are you aware of the soon to arrive V & B scheme?*

- Hep B Certificate
- Hep C Certificate (Exposure Prone Procedures)
- Other Vaccinations / Immunities
- Occupational Health Declaration

*Have you seen evidence of immunity or vaccination? Are there any existing conditions or disabilities, which may carry HSAW or Equal Opportunity obligations or considerations for you or your patients?*

- Medical / Professional Indemnity Insurance
- Have you seen proof of cover and is this sufficient for the amount of sessions you require?*

- Appraisal / CPD
- Is the doctor up to date with current practice? Is there evidence of continuing development and education? Has a satisfactory annual appraisal taken place?*

- Recent reference
- If you don't know this doctor personally, how can you be sure that their quality and pace of work, relationships with your staff and patients, and their paperwork and IT skills will meet your needs?*

- Agreed hours, rates and billing
- Have you agreed terms and conditions in writing? What happens if there is an over-run or dispute?*

- CV and paperwork
- Do you have an up to date CV? Do you have copies of paperwork, certificates etc to support your evidence of due diligence in selecting your locum in the event of a complaint? Have you got bank account details if you're going to pay by BACS? ❖*

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