



Locum Placements Responsibilities and Obligations

The following responsibilities should be considered by the locum and the host general practice when a locum placement is undertaken.

Prior to commencement of placement

Responsibilities of the locum doctor

- Liaise with the host general practice and/or placement agency regarding details of engagement and travel arrangements
- Provide evidence of a current:
 - Working with Children Check
 - Medical Board of Australia registration
 - Professional Medical Indemnity; and
 - Medicare Provider Number(s)
- Provide a current curriculum vitae and statement of continuing professional development to the host general practice or placement agency if requested
- Provide a minimum of two recent clinical references and their contact details
- Clarify with the host practice whether the engagement terms are as an employee or an independent contractor
- Provide the host practice with relevant administrative information, including Tax File Number, superannuation details, etc
- Review locum agreements, schedules and conditions of employment prior to signing and commencing the locum placement

Responsibilities of the host practice

A host general practice is solely responsible for assessing the appropriateness of a locum for the host practice.

To assist in the assessment:

- Review the curriculum vitae for suitability to your practice needs.
- Clarify whether the locum has any conditions or restrictions on his or her practice, such as Area of Need or District of Workforce Shortage
- Request evidence and retain copies of current:
 - Working with Children Check
 - Medical Board of Australia registration
 - Professional Medical Indemnity
- Conduct reference checks and clinical interviews relating to specific tasks required and the work environment
- Ensure the locum has been assigned a Medicare Provider Number prior to the locum placement
- Ensure that the locum has hospital admitting rights if required
- Contact the locum a minimum of one week before the commencement of the placement to confirm handover and arrival details
- Clarify whether the locum will be engaged as an employee or an independent contractor
- Provide the locum with relevant administrative information including the practice ABN, Tax File Declaration forms, superannuation information, etc
- Review locum agreements, schedules and conditions of employment prior to signing and commencement of the locum placement

Whilst all care has been taken in preparing this document, this information is a guide only and subject to change without notice.

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During the placement

Responsibilities of the locum doctor

Prior to commencing clinical service to patients, the locum should undertake workplace orientation including, but not limited to the:

- Host practice/Aboriginal Medical Service
- Hospital (if applicable)
- Nursing home (if applicable)
- Regional and location specific cultural information

During the locum placement period, the locum is expected to:

- Undertake the locum placement period in good faith and in line with the Medical Board of Australia Good Medical Practice Code of Conduct.
- Form professional relationships with the host practice staff, Aboriginal health workers, nursing and allied health staff.

Responsibilities of the host practice

The host practice should provide comprehensive workplace orientation prior to commencement of clinical service to patients, including, but not limited to the:

- Host practice/Aboriginal Medical Service
- Hospital (if applicable)
- Nursing home (if applicable)
- Regional and location specific cultural information

During the locum placement, the host practice is expected to provide:

- Airport transfer for the locum to and from accommodation on arrival and departure. Suitable clean, self-contained accommodation free of charge to the locum during the locum placement period. Appropriate home and contents insurance
- A vehicle for the personal use of the locum during the locum placement period, that is:
 - Registered
 - Comprehensively insured
 - Roadworthy; and
 - Clean

or

- Provide a hire car

Costs of hire car and fuel during the assignment are the responsibility of the host practice.

At conclusion of the placement

Responsibilities of the locum doctor

- Ensuring that the accommodation is left in a clean and tidy condition, and reporting any accidental damage or loss.
- Returning the vehicle in a clean and tidy condition, with any damage reported.
Note: Any expenses incurred for additional cleaning, insurance excess or damage repairs will be charged to the locum.
- Providing the host practice with a tax invoice for services, fuel receipts and other reimbursements.

Responsibilities of the host practice

- Payment of the salary as outlined in the locum agreement, including any on-call, after-hours, hospital or additional benefits, as agreed.
- Payment of public holidays that impact on the term of service provided to a practice if the public holiday occurs during the agreed term of service.
- Ensure timely payments for salary, superannuation and reimbursements.

See also

Practice Assist Template:

- Position Description – General Practitioner

Practice Assist Check List:

- Locum Placements – Orientation check list
- GP Start-up Pack