

Locum Information Guide





Welcome to Our House.

Hello,

Thank you for taking the time to read our locum guide; I hope you find the information provided useful. If you are new to locum work, you should find everything you need in this document; however, if you have any questions, please don't hesitate to contact me or a member of our team.

It is a really exciting time to be involved with Charterhouse Medical. There is a lot of work around for the rest of this medical year across all specialties, so if you are interested in locum opportunities, we will be able to secure the ideal role for you. Even if you are not looking for locum work until next year, it is never too early to start the process of getting registered so your designated consultant can proactively look into options.

Thanks for your time. We look forward to working with you in the future.

Matthew Partington
General Manager, Charterhouse Medical

T +61 2 9641 2457

F +61 2 9641 2499

E matt@charterhousemedical.com

Contents

Why Charterhouse Medical?	5
Locums Over Placements	6
A Place to Call Home	7
Locum Pay Guide.....	8
Frequently Asked Questions.....	12
Charterhouse Medical Referral Scheme	14
Sponsoring Doctors	15
Next Steps & Contact Details	16

Why Charterhouse Medical?

Here are a few reasons to choose Charterhouse Medical as your preferred locum agency:

1. We are an approved supplier to all major public health bodies across Australia

This means we are able to supply locum doctors to all major public hospitals across the 6 states and 2 territories, so we will be able to secure you work at any location in Australia. We work with hospitals ranging from small rural & remote hospitals to some of the largest public hospitals in Australia.

2. We have a separate private division

This team was set up to specifically focus on private hospitals. Since its inception last year, we have signed agreements with a number of major private health networks. This can be a particularly attractive option for a doctor keen on locum roles within the major metro cities, either for ad hoc shifts around an existing role or longer-term opportunities.

3. We operate across all medical specialties at every level

We cover every major specialty from junior to senior level. Therefore, whether you are interested in a specific discipline or multiple areas, we will be able to assist you in securing a suitable position.

4. We have an allied health professional team

We cover most AHP specialties across the whole of Australia. Our team covers both locum and permanent work, so whatever your specialty, we can be in touch with further information.

5. Dedicated travel & compliance team

We have a separate team that handles all paperwork, travel and accommodation for locum bookings. Everything will be arranged well in advance with the aim of making the process as easy and hassle-free as possible for you. We are also partnered with Qantas and can offer you several Frequent Flier rewards.

6. Payroll

We have a separate payroll department, which means that we can process your pay (a requirement from certain hospitals / health districts). We operate a weekly pay cycle so you do not have to wait too long to receive your earnings.

7. Personalised service

Upon registering with Charterhouse Medical, you will be assigned a Recruitment Consultant specialising in your main area of interest. They will take the time to understand your exact requirements, guide you through the application process and answer any questions you may have. They will aim to secure you a locum position that meets your requirements and provide you with an exceptional level of service.

Locums Over Placements.

We seek to understand unique personalities, abilities and needs. From this, we can help you have the best possible service and outcomes.

What is a Locum?

A **locum** is a person who temporarily fulfils the duties of another in the hospital and health system. They play a vital role in covering absence, providing urgent medical services in regional areas and ensure the continued running of health services across Australia. Locum opportunities are available in all medical specialities.

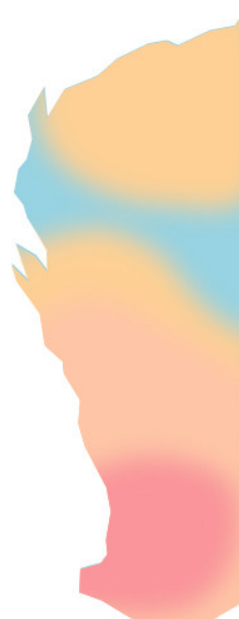
For Charterhouse Locums, Charterhouse Medical is committed to:

- Considering you as a valuable member of our flexible workforce. As such, you will have access to a wide variety of benefits along with our permanent staff.
- Ensuring you are paid on time at a frequency to suit you: weekly, biweekly or monthly. We will also give you direct access to our payroll team and shared services functions.
- Providing you with information and access to your information quickly and efficiently.
- Working closely with you to ensure your engagement is successful by seeking feedback from our clients and providing you with regular updates.

Areas we cover

Charterhouse Medical provides locum placements in the following areas:

- Anaesthetics
- Emergency Medicine
- General Medicine
- General Practice
- General Surgery
- ICU
- Paediatrics
- O&G
- Psychiatry
- Radiology
- Allied Health
- Cardiology
- Private Hospitals





Charterhouse Medical offers variety, with contracts available in every state and territory across Australia.

A Place to Call Home.

Since the inception of Charterhouse Medical in 2010, we have established an extensive network of clients across Australia in both private and public sectors.

10⁺

Years in the Medical Recruitment Business

131

Combined Years of Recruitment Experience

100%

Compliant with RSCA Quality Process

40⁺

Staff Employed Across All Our Offices

Locum Pay Guide

SPECIALTY	LEVEL	NSW	TAS	VIC
		PAYG	PAYG	PAYG
General Medicine	RMO	\$110/hr	\$1000/day	\$100/hr
	Registrar	\$130/hr	\$1200/day	\$120/hr
	Specialist	\$2000/day	\$2000/day	\$2000/day
Emergency Medicine	RMO	\$100/hr	\$1000/day	\$100/hr
	Registrar	\$145/hr	\$1600/day	\$150/hr
	Specialist	\$2500/day	\$2500/day	\$2500/day
Surgery	RMO	\$110/hr	\$1000/day	\$100/hr
	Registrar	\$135/hr	\$1200 – 1500/day	\$1200 – 1500/day
	Specialist	\$2000/day	\$2000/day	\$2000/day
ICU	RMO	\$110/hr	\$1000/day	\$110/hr
	Registrar	\$145/hr	\$1600/day	\$150/hr
	Specialist	\$2200/day	\$2500/day	\$2200/day
Paediatrics	RMO	\$100/hr	\$1000/day	\$100/hr
	Registrar	\$130/hr	\$1200/day	\$140/hr
	Specialist	\$2000/day	\$2000/day	\$2000/day

Please note, this is a rough guide only

All rates above are inclusive of superannuation.

- Rates can vary on a hospital by hospital basis and can be influenced by location, urgency, role specifics, etc.
- Metro roles typically pay 10-15% lower than the above rates
- Urgent or remote roles can attract high rates – potentially up to 25-30% higher
- Senior roles within each level (e.g. RMO-SRMO, Reg – Senior Reg / CMO) will typically pay 15-25% higher

LOCATION				
QLD	ACT	SA	NT	WA
PAYG	PAYG	PAYG	ABN / PAYG	ABN / PAYG
\$1000/day	\$100/hr	\$130/hr	\$120/hr	\$110/hr
\$1150/day	\$130/hr	\$150/hr	\$150/hr	\$1600/day
\$2000/day	\$2000/day	\$2000/day	\$2000/day	\$2200/day
\$1000/day	\$100/hr	\$130/hr	\$120/hr	\$110/hr
\$1150/day	\$140/hr	\$160/hr	\$150/hr	\$1600 – 1800/day
\$2000/day	\$2500/day	\$2500/day	\$2500/day	\$2500/day
\$1000/day	\$100/hr	\$130/hr	\$120/hr	\$110/hr
\$1150/day	\$135/hr	\$125/hr	\$1200 – 1500/day	\$1600 – 1800/day
\$2000/day	\$2000/day	\$2000/day	\$2500/day	\$2200/day
\$1000/day	\$110/hr	\$160/hr	\$150/hr	\$110/hr
\$1150/day	\$140/hr	\$160/hr	\$150/hr	\$1600/day
\$2000/day	\$2000/day	\$2200/day	\$2000/day	\$2200/day
\$1000/day	\$100/hr	\$130/hr	\$120/hr	\$110/hr
\$1150/day	\$130/hr	\$140/hr	\$140/hr	\$1600/day
\$2000/day	\$2000/day	\$2000/day	\$2000/day	\$2200/day

Locum Pay Guide

SPECIALTY	LEVEL	NSW	TAS	VIC
O&G	RMO	\$100/hr	\$1000/day	\$100/hr
	Registrar	\$130/hr	\$1200/day	\$130/hr
	Specialist	\$2200/day	\$2000/day	\$2000/day
Anaesthetics	RMO	\$100/hr	\$1000/day	\$100/hr
	Registrar	\$130/hr	\$1200/day	\$4140/hr
	Specialist	\$2200/day	\$2500/day	\$2200/day
Psychiatry	RMO	\$85	\$1000/day	\$110/hr
	Registrar	\$125/hr	\$1200/day	\$120/hr
	Specialist	\$2000/day	\$2200/day	\$2000/day
GP - Clinic	Non-VR	\$130 – \$200/hr	\$130 – \$200/hr	\$130 – \$200/hr
GP – VMO/ED	Non-VR	\$1600 – \$2500/day	\$1600 – \$2500/day	\$1600 – \$2500/day

Please note, this is a rough guide only

All rates above are inclusive of superannuation.

- Rates can vary on a hospital by hospital basis and can be influenced by location, urgency, role specifics, etc.
- Metro roles typically pay 10-15% lower than the above rates
- Urgent or remote roles can attract high rates – potentially up to 25-30% higher
- Senior roles within each level (e.g. RMO-SRMO, Reg – Senior Reg / CMO) will typically pay 15-25% higher

LOCATION

QLD	ACT	SA	NT	WA
\$1000/day	\$100/hr	\$130/hr	\$120/hr	\$110/hr
\$1150/day	\$120/hr	\$150/hr	\$140/hr	\$1600/day
\$2000/day	\$2000/day	\$2000/day	\$2000/day	\$2200/day
\$1000/day	\$100/hr	\$130/hr	\$120/hr	\$110/hr
\$1150/day	\$130/hr	\$160/hr	\$160/hr	\$1600/day
\$2000/day	\$2000/day	\$2200/day	\$2000/day	\$2200/day
\$1000/day	\$110/hr	\$130/hr	\$1200/day	\$110/hr
\$1150/day	\$130/hr	\$200/hr	\$1500/day	\$1600/day
\$2000/day	\$2000/day	\$2000/day	\$2200/day	\$2200/day
\$130 – \$200/hr	\$130 – \$200/hr	\$130 – \$200/hr	\$130 – \$200/hr	\$130 – \$200/hr
\$1600 – \$2500/day	\$1600 – \$2500/day	\$1600 – \$2500/day	\$1600 – \$2500/day	\$1600 – \$2500/day

Frequently Asked Questions

Q How does the volume of locum roles vary across the medical year?

In general, there is a reasonably high amount of locum work throughout the year, particularly if you are flexible in terms of location, roster and specialty.

However, from February-April, roles tend to be scarcer (particularly at the RMO level), then the volume of work picks up throughout the year. From August-January we see a very high amount of work across all specialties and levels. In terms of supply/demand, this can have an impact of the pay rates; there will tend to be more escalated pay rates in the second half of the year as some hospitals struggle to fill their vacant positions.

Q In what locations & types of hospitals is there work available?

We see locum roles in all 6 states and 2 territories across Australia, with a good mix of roles inside and outside of the major cities. Roles may be available in a range of different hospitals, from small hospitals with less than 50 beds to very large public hospitals with multiple wards, departments, etc.

The specific locations and types of hospitals will vary across each specialty. I would recommend speaking with a Recruitment Consultant in your desired specialty who can give you an in-depth breakdown of the locum market within your area of interest.

Q How do I get paid for undertaking locum work?

There are two main payment methods when undertaking locum work: being paid via PAYG and via invoicing.

PAYG is the most common method and depending on the state, payment will either be made by the hospital or by the agency. You would typically need to complete and return a signed timesheet at the end of every week worked and you would be paid within 1-2 weeks, depending on the hospital/agency's processing times.

In order to be paid via invoicing, this must be allowed by the hospital / health district, and you must have an ABN. You would need to complete a timesheet and issue an invoice at the end of every week worked and send them to the hospital's Accounts Team for processing. Typically, when being paid via invoicing, the processing time is 30 days.

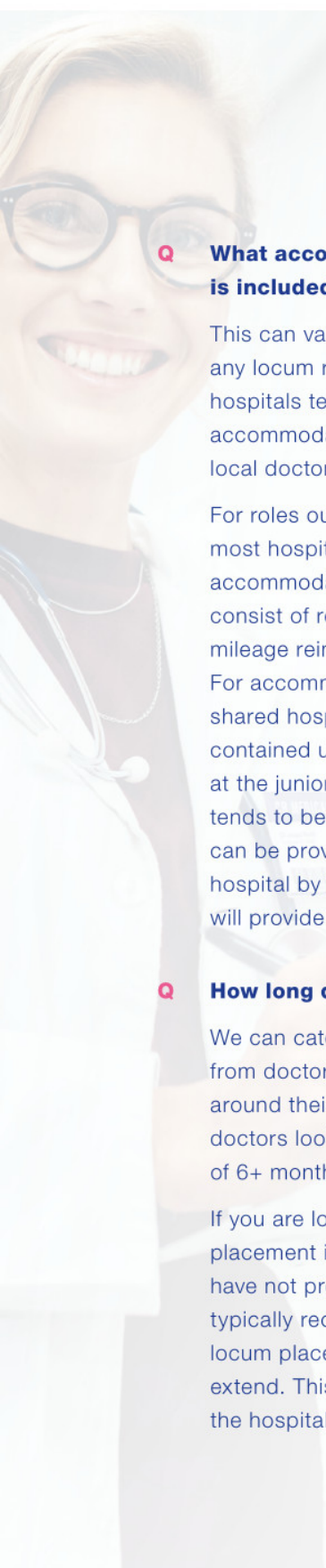
Your consultant will be able help you with preparing timesheets / invoices if necessary.

A pay rate guide and information on which states pay via the two methods is included earlier in this locum guide.

Q Are there any minimum requirements for undertaking locum work?

The doctor must have, as a minimum, the following:

- General Registration with the AHPRA
- Valid working rights within Australia



Q What accommodation and travel is included within placements?

This can vary quite considerably. For any locum roles in metro locations, hospitals tend not to provide travel or accommodation as they are relying on local doctors picking up the shifts.

For roles outside of the main cities, most hospitals will provide travel and accommodation. Travel will normally consist of return economy airfares or mileage reimbursement if you are driving. For accommodation, this can range from shared hospital quarters to private self-contained units or hotel rooms. Typically, at the junior level, the accommodation tends to be shared hospital units. Hire cars can be provided, but again, this is on a hospital by hospital basis. Some hospitals will provide access to a hospital fleet car.

Q How long do placements last for?

We can cater for all preferences ranging from doctors looking for ad hoc shifts around their existing roles through to doctors looking for long-term contracts of 6+ months.

If you are looking for a long-term placement in a new hospital where you have not previously worked, I would typically recommend arranging a 4-6 week locum placement with the potential to extend. This will allow you to get an idea of the hospital before committing long-term.

Q What credentialing / paperwork is required for locum work?

A reasonable amount of paperwork is required before you can undertake locum work. However, a lot of the information is the same for each placement. Your agency can keep all details on file to avoid you having to complete the same paperwork on multiple occasions.

In order to put a doctor forward for a locum position, the agency is typically required to have an up to date resume and 2-3 references. However, some hospitals also request additional paperwork. Therefore, I would recommend you have the following in place from the outset:

- Resume
- 2-3 References
- Medical Degree
- Medical Indemnity
- ID Documents – typically passport & drivers licence
- Working with Children Check (Any State)
- Vaccination Records – DTPA, MMR, Hep B & Varicella

This will prevent any delays should a hospital need more than just your resume and references.

In terms of other paperwork, forms, etc., I would typically recommend getting these in place once a locum position has been confirmed.

Charterhouse Medical Referral Scheme

We're Currently looking for Referrals

If you know of any friends or colleagues who would be interested in picking up any locum or permanent work, please let a member of our team know their details.

Typically, we offer a referral bonus of **\$500** regardless of the number of shifts the referred doctor undertakes. However, until the beginning of August, we are running the following promotion:

Referral Promotion

If the referral undertakes a locum placement through Charterhouse Medical, you will be eligible for the following referral bonus:

\$250 If doctor undertakes a placement, working 1-10 shifts

\$500 If doctor undertakes a placement working more than 10 shifts

Who Can I Refer?

A referral can include any friends, colleagues or other doctors working with you as a locum doctor already. This referral fee can be split between you and the referral however you wish (e.g. \$500/\$500, \$1,000/\$0, etc.).

How to Refer a Locum

- All we would require initially is a **name, email address and a contact number** for your referred doctor.
- We will then give them a call, discuss their situation and try to secure work for them.
- You will be continually updated throughout the process.

- **Looking for a role in the UK? We can help! Charterhouse has offices in both Australia and the United Kingdom. Chat to us to find out how we can help you!**

Sponsoring Doctors

Charterhouse Medical are currently looking to speak with any doctors thinking of undertaking locum work in Australia and who require sponsorship to do so.

Charterhouse Medical is an approved sponsor that has successfully sponsored many doctors over the last decade.

In order to be sponsored by Charterhouse Medical, we require, as a minimum, the following:

- An up-to-date resume
- A copy of your current visa/working rights
- 2 referees to contact
- General Registration at the time of lodging the visa

Why Be Sponsored by Charterhouse Medical?

- You will benefit from a dedicated migration agent, who will oversee the visa process from start to finish.
- Charterhouse Medical will cover the costs associated with the visa transfer.
- You will have unrestricted working rights to undertake locum work across Australia (once your visa transfer has been lodged and approved).



Next Steps & Contact Details.

If you are considering locum work either in the coming months or next year, I would encourage you to speak with a Recruitment Consultant within your preferred specialty as soon as possible.

After speaking with your designated Consultant, they can put a plan in place, get the key paperwork in, proactively reach out to hospitals/locations you are interested in, keep you up to date on vacancies and secure your locum placement.

- To register your interest please visit the Charterhouse Medical website [here](#). Or alternatively please email info@charterhousemedical.com with your basic information and a quick snapshot of what you are looking for.

We look forward to hearing from you!



love to locum[®]

love to locum®

Australia

Sydney

Level 10, 68 Harrington Street
Sydney NSW 2000, Australia

T +61 2 9641 2400

E info@charterhouse.com.au

United Kingdom

United Kingdom

Regus Building, Fairbourne Drive,
Milton Keynes, England
MK10 9RG

T +44 20 8049 8400

E info@charterhouse.co.uk



Connect



[linkedin.com/company/charterhouse-medical](https://www.linkedin.com/company/charterhouse-medical)

charterhousemedical.com

©Charterhouse 2019, September 2019, FR6336