

Locum Orientation Checklist

Form O-LOC17

- If the practice is providing travel and accommodation, ensure that you have provided a travel itinerary and information regarding keys, how to get there etc.
- Allow up to an hour for an orientation on the first day of the placement
- Make sure all staff are aware of the locum's arrival.
- Provide coaching to staff to ensure that the locum has sufficient bookings to remain viable. Many patients are reluctant to see a locum, and will often take their cue from how the staff introduces the doctor. *e.g. presenting the locum as 'Dr*' rather than saying 'we have a locum'.
- Ensure that the computer system is set up with all required login details
- Provide an overview of the computer system including:
 - Passwords and logon/logoff procedure
 - Medical Software including protocol for checking results and recall system
 - Appointment system and waiting room protocols
 - Billing procedures *e.g. private/bulk billing, how to advise item numbers, histology billing etc.*
- Provide the locum with a physical tour of the practice, including the location of:
 - Toilets
 - Emergency exits
 - Staffroom *e.g. explain fridge/coffee & tea protocols if necessary*
- Provide a tour of the Treatment Room, including:
 - Emergency trolley
 - Doctors bag
 - Sample cupboard
 - DD protocols and storage of S8 drugs
 - Needlestick procedure
 - Spillages kit
 - Location of oxygen
 - Immunisation procedures *e.g. nurse availability*
- Explain any security measures in place. *e.g. alarms and/or emergency buttons*
- Provide a list of staff names and positions, if appropriate
- Nominate a staff member as the point of contact should they need anything.
- Provide a list of the local services, including:
 - Pathology
 - X-Ray
 - Specialists
 - Allied health and community services
- Promptly provide the locum with a printout of their billings for invoicing purposes, in accordance with the payment cycle described on the confirmation, so that the doctor can prepare their invoicing, and ensure that invoices are paid on time.

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