

GDoc Operating Rules for Locums

Contractual Arrangements

Locums provide a service for GDoc on a self-employed basis and the locum is responsible for ensuring that tax and national insurance matters are dealt with. This is not a contract of employment.

Superannuation

If the Locum submits Superannuation Form A, GDoc will sign the form and return, so that the Locum can send on to the PCT with their contribution.

Attendance

If a patient is still being dealt with at the end of a session, locum doctors will be expected to stay until the patient has been dealt with, or until an appropriate handover has been completed. The additional time will be paid to the nearest quarter of an hour.

If locums expect to be more than 10 minutes late for their clinic they should contact the relevant reception staff to notify them of their late attendance.

If locums do not attend for their sessions, for whatever reason, GDoc reserves the right to cancel further sessions from that locum without notice.

Reception

If the receptionists have difficulty in managing patient behaviour or assessing an emergency they have been instructed to refer the decision to the Locum. The Locum will be expected to support staff in these circumstances.

Clinical Matters

A copy of GDoc's policies and procedures is available on request. Prescribing Guidelines in respect of controlled drugs and drugs that may be abused are available to review in the policy documents.

Clinical protocols and pathways are available on the NICE website.

No drugs should be issued unless in an emergency.

The locum is required to record any requests for pathology, and microbiology in accordance with the procedure which is outlined in the Operations Manual. The locum will also be expected to review any results

available during their session and record the actions to be taken, in line with the procedure.

All patient interaction, including telephone calls, must be recorded on the clinical systems. Patient information for registered patients will be recorded on the SystemOne Out of Hours Module. Completeness and clarity of recording is particularly important in this service given that there is likely to be a lack of continuous records for a lot of patients.

If the patient wishes to have a chaperone this must be provided by a clinical member of staff as set out in the Chaperone policy.

Incidents and Complaints

If the doctor becomes aware of any incident, potential complaint or 'near miss' during the consultation they must inform GDoc and complete a GDoc incident form at the time (available in the Choice+ Information pack in the clinic room). This will be forwarded to the Medical Director.

In the event of any complaint by a patient, the doctor must comply with the requirements of the NHS complaints procedure.

Health and Safety

Under the Health and Safety at Work Act locums have a personal responsibility to have regard to their own and other's safety. Any hazards must be reported by e-mail to GDoc. Locums must comply with Health and Safety procedures including those that concern clinical waste, use of hazardous substances, and the use and disposal of sharps.

Locums should familiarise themselves with fire exits and the action that they should take in the event of a fire – details will be provided in each consulting room/location.

In the event of a personal alarm sounding elsewhere in the Centre the Locum is expected to go to the assistance of the member of staff concerned, having first ensured that any patient present is safe. Local induction will cover what to do in respect of summoning external help when necessary. Please ensure you familiarise yourself with these local safety procedures.

Professional Standards

Locum doctors must comply with the GMC Code of Practice at all times, together with the requirements of the relevant CCG Performer's List and the GMC. The locum must immediately inform GDoc if they are subject to any investigations into fitness to practice, or misconduct matters by any other employer, a CCG or GMC.

If GDoc has concerns about the standard of service being delivered by the locum the matter will be raised with the locum by a representative of GDoc. If this involves clinical matters this will be by the GDoc CQC Registered Manager, or in their absence, the Medical Director.

For non clinical matters this will be by the Business Manager. In the event of disagreement ,the decision will be reviewed by the Finance Director or in their absence, another Director. If, in the view of GDoc, the concerns have not been adequately resolved, or time is needed to investigate matters fully, GDoc will cancel future booked sessions of the locum without notice. If there is immediate risk to patient safety a Director of GDoc will terminate the locum session immediately.

If a locum has concerns about any matter relating to the organisation of the service they should raise that in the first instance with the Business Manager. If unresolved, this should be discussed with a Director of the CCG. Clinical matters should be raised with the Medical Director or the CQC Registered Manager.

Further Amendments to Operating Rules

From time to time it may be necessary to add or amend these Rules. A written copy of Amendments will be provided for Locums to sign.

Declaration:

I have read and understood the GDoc Locum Operating Rules as set out above, and agree to abide by these.

Signed.....Name(CAPS).....

Date.....