

# **LOCUM CHECKLIST (SCHEDULE A – LOCUM CONTRACT)**

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*(This document can be used as a template to customize the terms for different locum contracts and attached to the Sample Locum Contract. It is also a good checklist to ensure all practice issues are covered and agreed upon by the physician and locum. This checklist is tailored to GP's in BC – please adapt for specialties & other provinces.)*

## **1. WORK SCHEDULE**

Period to be covered:

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Dates / Days of the week	Hours	Location (office, hospital, etc)

Breaks (e.g. lunch hours):

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Comments / Exceptions:

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## **2. PRACTICE REQUIREMENTS**

- Review of reports, letters and results belonging to hiring physician only

Specify if locum is expected to review results generated by other physicians:

- Hiring physician will ensure that results, reports and referrals generated by the locum will be followed up appropriately after the locum's term has ended unless otherwise specified

- On-call work required
  - Telephone call only
  - On site (location): \_\_\_\_\_
  - Pager number \_\_\_\_\_
  - Number / names of physicians in call group
  - Dates and hours of on-call
  - Any remuneration (e.g. MOCAP) – specify in financial section

Comments:

- Hospital work
  - Admission of patients required
  - Doc of the day requirements
  - Privileges obtained
  - Surgical assists
  - Hospitalist shifts
  - ER shifts
  - Obstetrical work
    - Hospital / Call group
    - Privileges for obs

Comments:

- Extended care / nursing home
  - Facilities & addresses
  - Usual visitation days
  - On call requirements

Comments:

- House calls expected?
  - Approximate volume & frequency
  - Provide list of patients requiring house calls

Comments:

Any restrictions on scope of practice by the College? \_\_\_\_\_

- Procedures done at clinic
  - IUD insertion
  - Sutures
  - Mole removal
  - Liquid nitrogen available
  - Casting
  - Other

Comments:

Other practice requirements (e.g. methadone practice, WIC shifts, sessional work, aviation / marine medicals, teaching obligations (med student/resident), cosmetic practice such as Botox)

Comments:

### **3. PATIENT DEMOGRAPHICS**

Patient Demographics (include any cultural/language issues & triplicate patients)

Average Daily Patient Volume

Booking practices (e.g. how many patients per hour, how many CPx per day; time allotted for CPx)

Consultant list available to locum – location:

### **4. CLINIC ENVIRONMENT AND STAFF**

Check and describe all that applies:

- EMR
  - Name of EMR system: \_\_\_\_\_
  - Training / orientation of EMR will be provided by: \_\_\_\_\_
- Computer (dedicated to physician) with High speed Internet
  - wireless
- Parking
  - Location \_\_\_\_\_
  - Any fees \_\_\_\_\_
  - Parking pass available \_\_\_\_\_
- Staff lunch room
  - Microwave / fridge available
  - Nearby restaurants
- Number of examining rooms for physician \_\_\_\_\_
- Dedicated procedures / minor surgical room
- Sizes of gloves available: \_\_\_\_\_
- Up-to-date emergency kit – contents & location:

- Staff Description (e.g. RN available, # of MOA's)
  - Regular staff will be working during the locum period

## **5. FINANCIAL TERMS**

<b>Types of Billing</b>	<b>Terms to Locum</b>
Office-based billings including: <ul style="list-style-type: none"> <li>• In-office MSP / WorkSafe / ICBC</li> <li>• In-office non-insured visits</li> <li>• In-office procedures, lab/tray fees</li> </ul>	
Forms (e.g. sick notes, insurance forms); also see below*	
Out-of-office billings: <ul style="list-style-type: none"> <li>• Extended care</li> <li>• Home visits</li> <li>• ER billings</li> <li>• Hospital billings</li> </ul>	
Obstetrics <ul style="list-style-type: none"> <li>• Deliveries</li> <li>• Obstetrical bonus</li> <li>• Obstetrics network payment</li> </ul>	
On call monies (e.g. MOCAP)	
Rural-based fees	
GPSC fees (also see below)**	
Other fees (e.g. sessional)	

- \*Office charges for non-insured / private billings
  - BCMA rates
  - Other (including block fees); specify terms to locum
  
- \*\*Locum will bill the following GPSC fees as appropriate:
  - Patient Conferencing / Facility Conferencing fees
  - Acute Care Discharge Planning
  - Telephone Conferencing with Specialist
  - Palliative Care fees
  - Mental Health fees
  - Chronic Disease Management (CDM) – *longer term locums*
  - Complex Care – *longer term locums*
  - Prevention Fee – *longer term locums*

*For longer locums, specify whether locum will write & bill for medico-legal reports*

- Locum will bill Cpx (0101's) and counseling fees (0120's) as appropriate
  
- Guaranteed Minimum of \$ \_\_\_\_\_ (daily / hourly) (if net billings are less) will be paid and will be calculated on a daily basis and not averaged over the term of the locum period

Other payment terms: (e.g. guaranteed minimum over entire period, overhead ceilings)

Agree amount paid to locum will be based on billings submitted to MSP / WorkSafe / ICBC and other 3rd parties and not on billings paid (any billing errors as adjudicated by MSP from either party will be subject to reconciliation of the difference in payment); specify exceptions:

Locum will be paid according to the following schedule (e.g. every 2 or 4 wks):

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Remaining total due to locum will be provided via cheque post-marked no later than \_\_\_\_\_ (Amounts overdue will be subject to interest calculated 2% per month.)

Future retroactive payments will be paid within 1 month of receipt from MSP to the locum based on the financial terms specified above

**6. OTHER TERMS AND CONSIDERATIONS:**

*Accommodation (if provided for free, ask about insurance terms and who is responsible for any damages)*

*Transportation / travel (if vehicle provided, ask about insurance terms; ask if travel time is will be paid)*

*Rural locums may have other terms and considerations*

Cancellation terms of locum contract:

*Suggested terms:*

- 6 months or more from start date of locum period: No penalty from either party*
- 2 months to 6 months from start date: \$100 due from party initiating the cancellation*
- 3 weeks to 2 months from start date: \$500 due from party initiating the cancellation*
- 3 weeks or less from start date: \$500 per week of locum period due from party initiating the cancellation*
- Exceptions: Sudden illness, serious family emergencies, etc.*
- Individual negotiation for above terms if another locum could be found.*

**7. REFERENCES FROM OTHER LOCUMS:**

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**IN WITNESS WHEREOF the parties hereto have executed this Agreement:**

**SIGNATURES**

HIRING PHYSICIAN:

WITNESS:

DATE:

LOCUM PHYSICIAN:

WITNESS:

DATE: