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ASPIRE LOCUMS HANDBOOK

Welcome to Aspire Locums. We hope that you will enjoy working with us. We are always happy to help you with any queries you may have, but we have produced this document so that you will always have a quick reference guide to hand.

- GP requirements
- We are required by law to have copies of your current
- GMC - General Medical Council certificate.
- JCPTGP / PMETB - Your vocational training certificate of good standing from the PMETB (Formally known as JCPTGP).
- MEDICAL INDEMNITY INSURANCE - Valid Medical indemnity Insurance certificate,
- CRB - Criminal Record Bureau enhanced disclosure certificate,
- PCT Medical Performers inclusion notice- a letter of inclusion on a United Kingdom primary care trust medical performers lists.
- CV – a current up to date Curriculum vitae.
- References - x2 References.
- Passport – Original.
- ID Check, Passport, NI Card, Driving Licence
- Right to Work Visa – if appropriate.
- Utility Bill – A recent utility bill.
- Photographs – x2 Passport size photographs.

We also need renewal certificates annually.

Availability

Please ensure that you regularly return an availability form to us to ensure you receive the continuity of work. Emails / faxes are fine; we just need to keep track of your availability to ensure you get best response for the jobs available. Also make sure that we always have up to date contact details from you e.g. home telephone, mobile phone, email address. Although you may already be working for us full time we may well have extra shifts for you if with out-of-hours service providers if you would like it.

Undertaking Employment

When you are offered a Locum assignment, you are under no obligation to accept it. However, once you have agreed to a locum post we acknowledge you are committed to ourselves and to our client. Therefore please do not undertake any other assignments which will clash with yours.

Any doctor who agrees to work for a surgery or medical practice as a GP locum and has had this booking confirmed will be expected to honour this commitment. In event of this not being possible, we require 'reasonable notice' to enable us to arrange a replacement. This guidance has been taken from the General Medical Council's booklet on good medical practice.

Reporting For Work

On arrival at the surgery please report to the practice manager or principal GP, their details will be outlined on your confirmation form. You must have with you your ASPIRE Locums ID badge or some other form of ID.

Time Sheets

Your timesheets should be filled out every week with the hours you have worked, minus any lunch hour or other break that has been taken. At the end of the week, or the end of the booking period, whichever is the sooner, you should total up the hours worked and ask someone in authority to sign it for you (usually practice manager, principal or senior receptionist.). This should then be sent to us via Fax 0870 803 3092 or scanned email no later than close of business on Monday for payment to be made that week. Your pay will be delayed without receipt of a properly completed and authorised timesheet. Remember, it is your responsibility to get your timesheet signed & returned on time.

Payment

Wages are paid on Wednesday's by BACS facility. So please ensure we have your correct bank or building society account details. A direct transfer of funds will leave from Aspire Locums bank account at lunchtime on Wednesday and the money will arrive for you to draw on Friday's. The details we need are laid out on the registration form

Although we prefer not to post cheques out, it can be arranged. It does however take much longer than the other method for you to receive your pay and if a cheque gets lost in the post we will not be responsible for it. We will cancel lost cheques and reissue them after checks have been carried out, but bank charges will be passed on - currently around £10.00 for cancellation of a cheque.

Confidentiality

Information concerning payment of salaries, clients, patients, their treatments and their affairs is strictly confidential and must not be disclosed to any unauthorised person(s). The confidentiality of employee records must be maintained. If a Candidate discloses any such information then this could result in disciplinary action being taken against them. Candidates should also be aware that regardless of any action taken by this Agency, any breach of confidence could result in a civil action for damages.

Equal Opportunities

Both Aspire Locums and our clients are equal opportunities employers. We use review forms to monitor these standards. A significant proportion of staff and clerks are from diverse ethnic minority groups and locums must ensure that no one receives less favourable treatment on any grounds.

Criminal Records Bureau

A new criminal record's agency was set up in 2002 to improve and widen access to Police Checks. If you possess an CRB enhanced disclosure from this agency then please supply us with a copy, otherwise we will apply for one on your behalf. This is a legal requirement for anybody working with children or the elderly & vulnerable. Your CRB enhanced disclosure is currently £36.00 and need to be renewed annually.

Primary Care Trusts are required by law to process your CRB enhanced disclosure to enable them to include you on their primary medical performer's list. They are sometimes reluctant to give you a copy of your CRB enhanced disclosure but this is the only way you can acquire one at the present time. A Home Office circular does in fact state that because employment agencies / businesses cannot request such documentation, you are entitled to request a copy from the Primary Care Trust who includes you on their medical performer's list. Until April 2006 the criminal records bureau had a facility called portability which allowed you to re-use your CRB enhanced disclosure in other organisations. However, The CRB no longer facilitates portability and organisations that choose to accept a previously issued CRB enhanced disclosure do so at their own risk.

What is portability?

Portability refers to the re-use of a CRB check (Enhanced Disclosure) obtained for a position in one organisation and later used for another position in another organisation.

Aspire Locums maybe able to accept you're previously issued CRB enhanced disclosure from your primary care trust providing we can contact your countersignatory named on the report. This will allow us to accept / decline your CRB enhanced disclosure if your circumstances have changed since the report was issued. Your countersignatory is required by law to inform us of a change in your circumstances since the report was issued, but data protection prevents them from divulging any further confidential information. In the event that we are unable to accept your CRB enhanced disclosure, we will request a new one on your behalf.

We are currently in the registration process of becoming an umbrella body to the Criminal Records Bureau and will soon be in a position to process your CRB enhanced disclosure directly. Unfortunately, these costs will be your responsibility and we can deduct these costs from your next

pay with your consent or you can issue us a cheque for the costs incurred, plus a small admin charge. The CRB enhanced disclosure certificate will be sent to your home address and is you're to keep. However, we will need to hold a copy of for our records and would like you to supply us with the original so that we can photocopy them and return them back to you afterwards.

The Home Office circular regarding guidelines for local authorities is 47 of 93, paragraph 11. The other document is the Health Service Guidelines of 1988. Aspire Locum Ltd has a copy at the office for you available upon request.

Standards

It is the responsibility of every Locum to make sure that they accord an employer the services and respect that they would normally to any permanent employer. That is, they are expected to be there during the hours specified by the client to carry out all reasonable duties requested by the client within the general scope of the job they are employed to do; to take reasonable precautions to safeguard their own, other employees and the clients interest; to be of reasonable appearance for each position undertaken and to do nothing that would cause their own or the Agency's name to be brought into disrepute.

Appearance

We expect our locums to reflect the standards of the agency in dress and appearance. For example appropriate dress should be worn, e.g. a suit, skirt and blouse, dress, trouser suit etc. Whatever you wear should be clean and well pressed. Also attention should be paid to personal hygiene including making sure that hair, hands and nails are clean.

Opening Hours

Aspire Locums is open every weekday from 9am until 17.30pm. After these times the telephones are diverted to the on call mobile.

Notification of Sickness or Absences

It is possible to make contact with Aspire Locum 24 hours a day. Office phones are always diverted to a mobile therefore there is no excuse for not notifying us if you are unable to attend your assignment for any reason. Please call us as soon as you know you will not be fit for work so that we can try and make alternative arrangements for the client.



P45's

If Aspire Locums is your main employer we must, by law, hold your P45. Please send this to us with your first timesheet so that we can apply it to your wages. If you are unable to supply us with a P45 or if we are not your main employer, please ask us for a P46 form. It is in your interests to do so in order that you will be charged the correct rate of tax.

This hand book has been created for your convenience, if there is any information not covered here then please ask, we will do everything possible to answer your questions.