Locum Checklist

This is a template that you can amend with your own procedure.

# Prior set up by the practice, ready for locum on the day

|  |  |
| --- | --- |
| These items should ideally be ready for the locum to use on arrival. | |
|  | Login/password for:   * Local server/pc * Windows * PMS * BPAC (practice login) * Email * Any other passwords / software needed |
|  | E-prescribing set up and working |
|  | Remote access to PMS, if needed (set up in advance) |
|  | Rest home provision, e.g. 1Chart |
|  | Electronic referrals – set up, with clear process instructions as needed |
|  | ACC forms:   * Locum registered with the practice * ACC45 working * ACC18 working (usually via BPAC) |
|  | Immunisation – set up so that the practice can claim for immunisations given |

# Role requirements

|  |  |
| --- | --- |
|  | Inbox management:   * Which inbox is the locum checking * Clear instructions for:   + Acting on/filing results (all/normal)   + Acting on/filing letters/discharge letters   + New patient notes   + Where/how to leave actions and comments for the regular GP   + Process to follow for recalls, screening, immunisations |
|  | Provider tasks   * Whose tasks is the locum checking |
|  | Correspondence   * Any to check * Any to leave for regular GP * Process to follow for actioning/scanning/initialling/filing |

# Other useful information

|  |  |
| --- | --- |
|  | Medical photos: How does the practice take photos and upload them into the patient record? |
|  | Practice procedures:   * List of staff who undertake specific procedures * Information for patients requesting services/procedures, including what appointments are needed and with whom |
|  | Claiming: How is this done and who does it (admin staff or doctors) |