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

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| 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)
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| [ ]  | 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

|  |  |
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| [ ]  | 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) |