

**Criteria for Employing Short-term Locum Doctors in
Obstetrics & Gynaecology
Standard Operating Procedure**

Reference no.: UHDB/Operational/03:24/O25

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1. Introduction

The purpose of this SOP is to ensure that all Obstetrics and Gynaecology short-term locums working on the tier 2 or 3 (middle grade) rotas meet the Royal College of Obstetricians and Gynaecologists criteria of appointment. RCOG and the NHS have agreed that all maternity providers should have agreed policies and standard operating procedures for the employment of short-term locum medical staff, which include a process for monitoring compliance and effectiveness.

In this guidance a short-term locum is one where the placement is two weeks or less in duration. Full details of the RCOG guidance can be found here [Guidance of the engagement of short-term locums in maternity care](#)

2. Description of Procedural Steps

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2.1	<p>If short-term external locum doctors are recruited to, at the point of placement it will be necessary for the appointing staff member to:</p> <ul style="list-style-type: none"> • Verify that GMC registration and licence to practise, HPAN, identity, language, health clearance and other checks have taken place, or undertaking these if this cannot be verified. • Ensure awareness if any doctors booked have GMC conditions or undertakings on their registration and that whether they will be able to work within these restrictions. • Ensure that one of the following criteria are met for employing short-term (2 weeks or less) locum doctors in Obstetrics and Gynaecology on tier 2 or 3

	<p>(middle grade) rotas:</p> <ol style="list-style-type: none"> a. Currently work in their unit on the tier 2 or 3 rota b. Have worked in their unit within the last 5 years on the tier 2 or 3 (middle grade) rota as a postgraduate doctor in training and remain in the training programme with satisfactory Annual Review of Competency Progressions (ARCP) c. Hold a Royal College of Obstetrics and Gynaecology (RCOG) certificate of eligibility to undertake short-term locums <ul style="list-style-type: none"> • Accurately represent to the locum doctor and locum agency (where relevant) which skills and competencies are required for the position • Provide a suitable induction to the locum doctor, to enable them to carry out the work they are being engaged to do (including appropriate IT system login/access, building/departmental access and the process for escalating concerns) • Completing the required end of placement/exit report and peer/colleague feedback for the doctor • Notifying the doctor and locum agency (where relevant) if any significant information of note arises in relation to the doctor's practice during their placement (and/or the doctor's responsible officer if the agency is not the doctor's designated body) • Agreeing with the locum agency or NHS England local team (where relevant) whether any necessary investigation is carried out in the organisation, or whether referral to the GMC is appropriate. • Including quality elements within the service level agreement (if applicable) with the locum agency to facilitate the above
<p>2.2</p>	<p>If short-term external locum doctors are recruited to undertake the role of senior resident doctor out of hours, it will be necessary for the appointing staff member to:</p> <ul style="list-style-type: none"> • Ensure that the locum doctor's CV is reviewed by an appropriately qualified clinician consultant (or equivalent). The lead clinician should pay particular attention to the skills and experience of the doctor. • Confirm that the appropriate pre-employment checks have been completed. • Confirm that the locum has an up-to-date NHS certificate of eligibility with particular reference to feedback from previous employers • Confirm that locum doctors who have obtained CCT/CESR/CESRCP and are on the GMC specialist register have current NHS experience (via CV) and have provided, as a minimum references from previous jobs and structured feedback from their last two employers. • Arrange an appropriate departmental induction with a senior member of staff (preferably a consultant) on the commencement day. • Cascade the appointed locum's CV to consultants doing non-resident on call with the locum doctor in a timely manner. • Identify a named consultant to support the locum (this could be the clinical lead or on-call consultant depending on circumstances and length of the locum attachment). • Ensure that the locum doctor is given access to IT systems signposting to guidelines and training to be completed on the day of commencement. <p>Feedback on performance to both the locum doctor and to the employing</p>

	agency																								
2.3	<p>Clinical Supervision</p> <p>Completion of the below tool is recommended to be completed and retained as evidence of a robust assessment process for all locum appointments (printable version Appendix A):</p> <table border="1"> <thead> <tr> <th>Compliance</th> <th>Completed Y/N</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Locum doctor CV reviewed by consultant lead prior to appointment</td> <td></td> <td></td> </tr> <tr> <td>Up to date NHS certificate of eligibility for locums completed and verified or NHS experience/suitable references/structured feedback for locum doctors on the specialist register</td> <td></td> <td></td> </tr> <tr> <td>Departmental induction by consultant or senior clinician on commencement date including specific advise on when to call for senior/consultant support or presence.</td> <td></td> <td></td> </tr> <tr> <td>Named consultant supervisor to support locum</td> <td>Name:</td> <td></td> </tr> <tr> <td>Access to all IT systems and guidelines and training completed on commencement date</td> <td></td> <td></td> </tr> <tr> <td>Security access to be arranged for all clinical areas that will be required</td> <td></td> <td></td> </tr> <tr> <td>Feedback to locum doctor and agency on performance</td> <td></td> <td></td> </tr> </tbody> </table>	Compliance	Completed Y/N	Date	Locum doctor CV reviewed by consultant lead prior to appointment			Up to date NHS certificate of eligibility for locums completed and verified or NHS experience/suitable references/structured feedback for locum doctors on the specialist register			Departmental induction by consultant or senior clinician on commencement date including specific advise on when to call for senior/consultant support or presence.			Named consultant supervisor to support locum	Name:		Access to all IT systems and guidelines and training completed on commencement date			Security access to be arranged for all clinical areas that will be required			Feedback to locum doctor and agency on performance		
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2.4	<p>Process for raising concerns during the recruitment process. If a concern is noted during the recruitment process either as a conduct or capability issue, This is escalated from the ACD to the CD after verification of the information and the disengagement of the Locum will be at the discretion of the Clinical Director. The reason will be provided by the Clinical Director and this would be fed back via the recruitment team</p>																								

3. Monitoring Compliance and Effectiveness

As per Maternity Incentive Scheme recommendations a 6 monthly audit should be completed each year with findings reported to divisional governance.

4. References

RCOG 2022 - [Guidance on the engagement of short-term locums in maternity care](#)

Clinical Supervision form

Compliance	Completed Y/N	Date
Locum doctor CV reviewed by consultant lead prior to appointment		
Up to date NHS certificate of eligibility for locums completed and verified or NHS experience/suitable references/structured feedback for locum doctors on the specialist register		
Departmental induction by consultant or senior clinician on commencement date including specific advise on when to call for senior/consultant support or presence.		
Named consultant supervisor to support locum	Name:	
Access to all IT systems and guidelines and training completed on commencement date		
Security access to be arranged for all clinical areas that will be required		
Feedback to locum doctor and agency on performance		

Documentation Control

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