

GP locum Program – Health Service Overview

Rural Workforce Agency NT (RWA NT) provides professional support to general practitioners and health services through a number of programs, one of which is the General Practitioner Locum (GP locum) program. This program provides a locum matching and placement service to support permanent general practitioners taking annual and study leave, but also assists health services with a resident general practitioner vacancy.

RWA NT can assist with GP locum placements at Aboriginal Controlled Community health services and private general practices in remote communities and towns throughout the Northern Territory.

What does the Rural Workforce Agency NT GP locum program provide?

- maintains a register of current GP locums
- proactively advertises GP locum vacancies
- undertakes screening and credentialing of all GP locums, and monitors these prior to a locum placement
- matches a registered GP locum to a vacancy to ensure a good job fit for the role
- coordinates contractual agreement between RWA NT and GP locum
- coordinates travel arrangements for the GP locum
- provides administration support on behalf of the health service (verification of credentials, requesting provider numbers, land permit)
- pays the GP on receipt of a tax invoice and health service approved timesheet (plus GST if registered)

Screening of GP locums

All general practitioners registering as a GP locum undergo a recruitment and screening process through RWA NT. This includes an interview with a RWA NT engaged clinical advisor. The screening and recruitment process ensures that GP locums are prepared for placements in a variety of regional and remote settings.

RWA NT requires that new GP locums have the following:

- fellowship of the Australian College of Rural and Remote Medicine (FACRRM) or Fellowship of the Royal Australian College of General Practitioners (FRACGP)
- non-restricted registration by the Australian Health Practitioners Regulation Agency (AHPRA) with a General Practice Specialisation
- current Medicare Prescriber Number
- current Medical Indemnity Insurance
- up to date Curriculum Vitae (CV) and two professional referees
- National Criminal History Check
- Ochre Card (NT Working with Children Clearance Notice) or ability to obtain one
- own Australian Business Number (ABN) or ability to obtain one

- copy of relevant proof of right to work in Australia document
- copy of Australian Driver's License (should driving be required at a placement).

It is also highly desirable that new GP locums have:

- a minimum of five-years general practice experience
- previous experience with Aboriginal Health
- skills in emergency medicine, trauma and life support
- procedural skills for example obstetrics, anesthetics
- four wheel driving skills (for regional/remote areas).

Codes of Conduct

The GP locum accepts to carry out their duties in accordance with the Medical Board of Australia's "Good Medical Practice: a Code of Conduct for Doctors in Australia" and the Rural Workforce Agency NT GP locum Code of Conduct.

How does a GP locum placement work?

Locum placements are available in the following circumstances:

- a general practitioner in the clinic is taking annual or study leave for a period of two weeks or more (however shorter periods may be negotiated)
- the health service has a permanent general practice vacancy which is currently being advertised with RWA NT.
- To request a GP locum placement, it is compulsory for the health service to complete a GP Locum Request Form and submit to locum@ntphn.org.au.

Once the details of the placement are confirmed, RWA NT will provide suitable GP locum CV's who wish to be considered for the placement. The health service is required to review the documentation and advise which GP locum they wish to engage for the placement; within a 5-day response period.

Once the terms and conditions of the placement are agreed, the GP locum enters into a *Contract for the Provision of Services* with RWA NT for the placement; whilst the Health Service sign a RWA NT *Locum Service Agreement* for the corresponding placement. These documents outline the agreed conditions, and roles and responsibilities of each of the parties during the placement.

In general, the health service should provide the following to the GP locum; however, this must be confirmed for each individual placement:

- suitable accommodation for the duration of the placement
- air travel (bookings generally arranged by RWA NT). Fares are economy class. Fare upgrades, requested stopovers and excess baggage are to be paid by the GP locum
- land transport, bus/coach, hire car if required, or fuel for self-drive to the placement location
- public holidays where the GP locum is required to work (whether it be rostered or on-call)
- payment for relevant land permits (if required).

As a Health Service you may elect also to provide the following:

- public holidays (and/or Sorry Days) where the GP locum is not required to work
- access to a vehicle to use during the placement dates (inside / outside of work hours)
- in transit accommodation, where this is necessary due to the route or schedule
- some clinics may reimburse other GP locum expenses, and it is advisable that locums keep all receipts.

The specific Locum Service Agreement for each placement will outline exactly what has been agreed to be provided and the details of such. Ensure the agreement is checked thoroughly prior to signing.

Health Service Responsibilities:

- submit a GP locum request form
- sign and return Locum Service Agreement in a timely manner
- clearly state expected arrival time on first day of placement and last day of placement, and whether travel may or may not occur on these days.
- liaise with the GP locum prior to commencement to confirm handover and orientation
- liaise with the GP locum regarding arrival details and provide a transfer from the airport or arrival point to the accommodation
- provide appropriate orientation activities as outlined (both clinical and community based)
- provide suitable and clean accommodation for the GP locum
- reimburse RWA NT for transport to the placement. Air travel, land transport, taxi fares, hire car (if applicable), fuel for self-drive and work undertaken on Public Holidays (rostered or on-call) and any other additional costs as agreed in the Locum Service Agreement
- where the clinic agrees to provide additional reimbursements to the GP locum, communicate this clearly to the GP locum and the RWA NT
- authorise timesheets (including any On Call duties performed)
- contact RWA NT immediately if any concerns are raised regarding the GP locum during the locum placement period
- submit feedback to RWA NT at the conclusion of the placement, by completing the 'Host Feedback on Locum' Form. To assist in the provision of effective feedback RWA NT and the GP locum, the health service is required to complete both supervisory and operational level feedback
- pay RWA NT invoices within required timeframes.

Rural Workforce Agency NT Responsibilities:

- coordinate all logistics associated with the GP locum placement, including verification of credentials
- arrange air and land travel (economy class fares)
- arrange in transit accommodation, where this is necessary due to the route or available schedule
- provide pre placement, placement and post placement support to both the GP locums and health services.

Leave Cover Subsidy

In some circumstances, subsidies are provided to health services to assist with the costs of engaging a GP locum.

For the 2018-2019 financial year, RWA NT will provide the following subsidies for Aboriginal Controlled Community health services located within Modified Monash Model MMM 2, MMM 6 and MMM7 and private health clinics located within MMM 6, MMM7.

Clinic subsidy for GP locum daily rate (leave cover only)		
Location	Clinic Type	Daily Subsidy Rate
MMM 2	AMS	\$140/day
MMM 6	AMS and Private Practice	\$160/day
MMM 7	AMS and Private Practice	\$180/day
MMM 7 (<i>with less than 2 FTE GPs</i>)	AMS and Private Practice	\$250/day

Contacts

To request a GP locum, complete and return the locum request form to locum@ntphn.org.au

To advertise for permanent general practitioner vacancy, please contact recruitment@ntphn.org.au