



Checklist for Hiring a Locum

Hiring a Locum

- [Prepare Ad for HFO or FB page](#)
- Review your practice profile (number of patients, demographics, rostered versus unrostered, time needed)
- Financially plan how you are managing this Locum (hourly versus stipend, forms, FFS billing, after-hours, inbox coverage).
- Interview potential Locum -- Decision
 - Ensure your Locum is comfortable with the breadth of your practice (Clinic, hospital, long term care, teaching obligations, procedural, etc.)
 - Review expected clinical duties and on-call requirements if applicable
 - If applicable, contact the Locum's references.
- Have Locum sign contract. Please contact OMA's Legal at legal.affairs@oma.org for a contract template
- Obtain copy of Locum's CPSO license to practice and CMPA coverage
- If applicable, sign any MOH forms needed to add Locum as a FHO. For the Locum MOH forms, you need to request them by emailing primarycareinquiries@ontario.ca
- Give Evaluation Form to Locum for completion at the end of the Locum period.

Preparing for your Locum

- Have EMR provider add Locum to the EMR billing book and provide Locum with remote EMR access
 - Decide if Locum's billings will go to the Group Billing account (if FHO practice) or to his/her own account (for FFS practice) and inform EMR provider to set this up accordingly
 - Meet at the office to review use of EMR, introduce Locum to office staff, show layout of exam rooms, review common referral forms, review location of office supplies, share what your support staff and in-house colleagues typically do to support your practice (e.g., weights, blood pressures, injections, NP/PA, diabetic clinic, review immunization fridge etc.)
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- Share your clinic policies with the Locum (medication renewals, aggressive patients, narcotic contracts, fees/forms) and how they are enforced
- Patient hand off: Prepare a list of patients/cases the Locum will need to follow up on
- Share the number of patients on controlled substances and what your practice policies are around prescribing
- Verify insurance coverage for Locums with your broker for business insurance purposes
- Show Locum where he/she will park and give office key
- Prepare a list of Specialists you commonly refer to
- Give Locum contact information for back-up physician in your group or your own contact information to call in the event of needing advice on a patient
- Prepare to schedule longer appointments for your Locum who does not know your practice/patients
- For long-term Locums, schedule a few initial overlapping days to ease the transition.

After the Locum ends

- Patient hand off: Arrange with Locum for handover of patients needing follow up upon your return
- Review the Locum's Feedback form.