



Locum Evaluation of Base Practice

This purpose of this voluntary evaluation form is to inform the hiring physician on ways to make the office/locum experience more attractive for future locums. The feedback on this evaluation will also serve to assist the hiring physician in the future to better prepare the practice/office for an incoming locum.

Any comments you make should be collegial and respectful.

1. Were you provided with an orientation to the practice?
2. Were you provided with training for the use of the EMR?
3. If applicable, were you able to bill directly from the EMR?
4. Did you feel prepared beforehand about patients that were of concern, urgent results that needed following up to prepare you for your time in that practice?
5. Were you able to easily access information such as available Specialists, resources, forms etc. for ease of referral?
6. Was the office well stocked with common supplies (gloves, masks, needles, immunizations etc.)?
7. Were the office administration staff available and attentive to your questions?
8. Did you have access to an emergency contact person (ex. contact information for emergency backup, able to reach the hiring physician)?
9. Were the previous notes/chart entries easy to read/follow?
10. If applicable, were there any concerns that arose while working at the hospital (access badges, scrubs etc.)?
11. Would you return to this practice as a locum? Why? Or why not?
12. Any other constructive feedback you would like to make about this practice/office?

Hiring Physician Evaluation of the Locum Physician

This purpose of this voluntary evaluation form is to inform the locum physician on ways to improve their clinical and coverage skills. The feedback on this evaluation will also serve to assist the locum physician for their future locum positions.

Any comments you make should be collegial and respectful.

1. Upon your review of the patients cared for while you were away, are there any concerns about the medical care provided?
2. Did you feel that your EMR lab results, inbox messages, incoming mail and other messages (if paper-based) were properly managed?
3. Were the notes/chart entries made during your absence easy to read/follow?
4. Were there any concerns from the staff, other physicians in the practice, if applicable?
5. Were there any complaints (clinical, legal, inter-personal) about the locum that should be relayed to the locum?
6. Were your office and examination rooms left in good order?
7. Did you feel informed about any patients/test results that you needed to follow up on when you returned to your office?
8. Would you recommend this locum to other hiring physicians?
9. Any other constructive feedback you would like to make?