



LOCUM

DOCTORS

1st Floor
11 Church Street
Rogerstone
NEWPORT
NP10 9FP
United Kingdom

Tel: +44 (0) 845 166 8725

Fax: +44 (0) 845 166 8726

Outside UK

Tel: +44 (0) 1633 664 877

Fax No: + 44 1633 671 666

GPs and HOSPITAL DOCTORS

contact@locum-doctors.com

www.locum-doctors.com

When we enter a job requirement into our *search and select* database a list of doctors appears whose details match the particular speciality and grade requirements. We then manually short-list these doctors according to availability, geography etc; and once we have discussed the position with the relevant candidate, we send the CVs of all those doctors who match the criteria to the hospital or surgery and the relevant consultant/GP then makes his/her choice. Therefore once you have registered and are on our *search and select* database you can never be overlooked for a job. As there is often more than one doctor who is suitable for a position it is very important that we are able to contact you, as quickly as possible so up to date contact details are imperative if you want to be top of our list

We have worked hard to build a good reputation with doctors and hospitals by giving good rates and a reliable and personal service to both and we are in the process of securing contracts with a number of large Trusts in the UK. However we will always continue to negotiate the best rates for our candidates.

We do have an excellent database system and highly motivated staff. We keep our overheads very low so that we can afford to reduce our margins more when we really need to get that placement for you.

- We pay weekly directly into your bank account and are fully insured.
- We have obtained Quality Management Status (QMS) and are now an ISO9001 Registered firm. www.qmsuk.com
- We are a corporate member of the Medical Division of the Recruitment and Employment Confederation (REC). www.rec.uk.com
- We are available 24 hours a day, 7 days a week. www.locum-doctors.com
- Should you find your own placements from time to time, you can do them through our agency, which you may find more lucrative.
- We encourage and value your suggestions on how we can improve our service. **LOCUM DOCTORS Ltd** is a small but efficient agency and any queries will be acknowledged and dealt with as soon as possible.
- We are registered with the Data Protection Register.

Please return your completed Registration Pack and requested documentation to the above address.

*... Thank you for considering **LOCUM DOCTORS Ltd** ...*

PLEASE KEEP THIS PAGE FOR YOUR OWN RECORDS

REGISTRATION CHECK LIST

✓	* ESSENTIAL REQUIREMENTS *	
	Registration Form	Completed and signed.
	CV	Copy by e-mail, fax, post, or via our secure web site. CV should ideally be between 4 & 8 pages. Most detail should be given to recent work experience and –if from overseas, UK experience should be very detailed to show understanding of UK system.
	GMC certificate.	Copy
	Hepatitis B & C Certificates	Copies showing immunity and titre levels. This must be from a UK or Ireland GP, department of Virology or Occupational Health Department. If you are outside the UK please get one from the country you are in. You will need to get a UK one, once you get here.
	Referees	If you already have written references please send copies with your application as this will help to save time. Otherwise please ensure that we have contact details on your CV for your two most recent employers whom we can approach for references (one of them <u>must</u> be your current employer if you have one)
	Copy of passport	Copy of pages of your passport that show: a) Your identity b) your right to work in the UK
	Passport photos	For security reasons
	Medical Insurance Certificate.	A copy of this if you have one. Not usually <u>essential</u> for working in the NHS but <u>advisable</u>.
	Police Check to enhanced level from CRB or, if you are an overseas doctor, from your country.	If you will be working with children or vulnerable adults you will need this. We can arrange one for you.
	JCPTGP & VTS certificates (GPs only)	Copies (or copies of exemption letters)

*** Please be aware that certain hospitals may have additional requirements...***

REGISTRATION FORM

Copy and paste this tick as required ✓

Title		Surname					
First names							
Male <input type="checkbox"/>		Female <input type="checkbox"/>		Date of Birth	D	M	Y
home		work	mobile	pager			
fax		email					

Address - permanent residence

Post Code	Country
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Address - contact address in UK if different to above

Post Code	Country
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GMC number	Expires
Reference no. if not yet registered	

Type of Registration full limited provisional eligible

JCPTGP (GPS ONLY)	Expires
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MDU/MPS NUMBER	Expires
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ORIGIN OF PASSPORT / S	Expires
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TYPE OF VISA / WORK PERMIT	Expires
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PLEASE TICK ALL THAT APPLY AND NUMBER THEM IN ORDER OF PREFERENCE

LOCUM	SUBSTANTIVE	PERM
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When are you available for work and for how long?

Geographical area you would like to work in

How far would you be prepared to travel?

How did you hear of **LOCUM DOCTORS Ltd**?

If internet, which search engine:

Any other information which you feel may be relevant to your registration

OFFICE USE: PLEASE DO NOT WRITE BELOW THIS LINE

HEALTH DECLARATION

Please answer all questions

	DO YOU HAVE OR HAVE YOU EVER HAD OR BEEN TREATED FOR ANY OF THE FOLLOWING	Yes/No
a	Tuberculosis, asthma, bronchitis, allergies or any other Respiratory complaints	
b	Chest pains, heart conditions or raised blood pressure	
c	Blackouts, fits or attacks of giddiness	
d	Depression, mental illness or nervous breakdown	
e	Rheumatism, arthritis	
f	Back problems	
g	Typhoid, paratyphoid or dysentery	
h	Digestive or bowel disorder	
i	Diabetes, thyroid or other glandular problems	
j	Bladder or kidney problems	
k	Skin conditions	
l	Any physical limitations including hearing and sight	
m	Have you any reason to believe you may be infected by any communicable disease	
n	Any drug related problems	
o	Alcohol related problems	
p	Any other medical condition or treatment which may affect your attendance or performance at work	

If you answered "yes" to any of the above questions, and/or you are currently taking any medications, please give details on a separate sheet of paper
Date of your last Chest X-Ray **Have you ever been MRSA screened** If yes please give details & result.

REHABILITATION OF OFFENDERS ACT 1974 (Exceptions Order 1975)

The Exceptions Order 1975 states that medical professionals are not permitted to withhold details of any offences for which they have been convicted, no matter how long ago these convictions may have occurred/ been served

It is important to **include 'spent' convictions/proceedings** when answering the following questions. If you answer yes to any of the questions, please give details on a separate sheet.

1	Have you ever been convicted of / cautioned for a criminal offence?	Y/N
2	Have you ever been / are you the subject of any GMC misconduct proceedings?	Y/N
3	Are there any pending/ outstanding investigations/complaints by hospital or GMC regarding your	Y/N
4	Have you ever had a police check? If yes please state the Hospital that performed the check & when.	Y/N

The Department of Health circular (88.9) Protection of children requires us to carry out a check on police records for Doctors and Nurses whose assignment will give them substantial access to children and vulnerable adults. **Do you agree to such checks being carried out regarding you, if required?**

WORKING TIME REGULATIONS (WTR) 1998 OPT-OUT AGREEMENT

The Working Time Directive 1998 requires that a worker's average working time must not exceed 48 hours per week unless the worker agrees in writing to exceed the limit. If temporary employees are to lawfully work more than 48 hours, they must sign an opt-out agreement to this effect. If you are prepared to work more than 48 hours per week, please sign below in order that we may lawfully employ you even if your hours exceed this.

I agree/ I DO NOT agree - to opt-out of The 48 Hour Working Week Agreement

Signed

DECLARATION

- I declare that I feel well, that I have the mental and physical capacity to undertake locum work, that I believe I do not have a medical or physical infirmity which may pose a risk to patients or staff; that I am not taking or awaiting medical treatment apart from as described above; and that I believe I am not carrying any infection which could pose a risk to patients.
- I agree to inform the Occupational Health Department if I have any reason to suspect that I may have acquired infection with HIV, Hepatitis B, Hepatitis C or any other condition that may affect my ability to undertake my duties safely.
- I confirm that I have read the Professional Regulatory Bodies notice of ethical responsibilities contained in the booklet "Occupational Guidance for AIDS/HIV Infected Healthcare Workers" and "HIV Infection and AIDS: The Ethical Considerations" (GMC Statement June 1993)
- I confirm that I am in possession of all legal valid supporting documentation indicated herein and will supply evidence of such on demand.
- I agree that if I give or have given false or misleading information, or if I fail to give information that may be relevant to my employment, either now or in the future, this will result in termination of my assignment/s without notice and reimbursement of any payments I have received, together with a claim for loss of any profits to **LOCUM DOCTORS Ltd**.
- I confirm that I have read and understood **LOCUM DOCTORS Ltd** current Terms of Engagement and agree to abide by them. I also confirm that neither these documents nor any other constitute a contract of employment with **LOCUM DOCTORS Ltd**.
- I agree to inform **LOCUM DOCTORS Ltd** of any changes there may be, as soon as they occur, to the content of this Declaration.
- I confirm that all of the information given herein is true and complete.

Signed

Print Name Date

TERMS OF ENGAGEMENT FOR TEMPORARY WORKERS

1. DEFINITIONS

1.1 In these Terms of Business the following definitions apply:

- "Assignment"** means the period during which the Temporary Worker is supplied to render services to the Client;
- "Client"** means the person, firm or corporate body requiring the services of the Temporary Worker together with any subsidiary or associated company as defined by the Companies Act 1985.
- "Employment Business"** means **Locum Doctors Ltd, First Floor 11 Church Street, Rogerstone, NEWPORT, NP10 9FP**
- "Temporary Worker"** means the doctor

1.2 Unless the context otherwise requires, references to the singular include the plural reference to the masculine and vice versa.

1.3 The headings contained in these terms are for convenience only and do not affect their interpretation.

- "Introduction Fee"** means the fee payable in accordance with clause 7.2 below and Regulation 10 of the Conduct of Employment Agencies and Employment Businesses Regulations 2003.
- "Introduction"** means (i) the Client's interview of a Temporary Worker in person or by telephone, following the Client's instruction to the Employment Business to supply a Temporary Worker; or (ii) the passing to the Client of a curriculum vitae or information which identifies the Temporary Worker; and which leads to an Engagement of that Temporary Worker.
- "Remuneration"** includes base salary or fees, guaranteed and/or anticipated bonus and commission earnings, allowances, inducement payments, the benefit of a company car and all other payments and taxable (and, where applicable, non-taxable) emoluments payable to or receivable by the Temporary Worker for services rendered to or on behalf of the Client or any third party

1.4 Unless the context otherwise requires, references to the singular include the plural.

1.5 The headings contained in these Terms are for convenience only and do not affect their interpretation.

2. THE CONTRACT

- 2.1 These Terms constitute the contract between the Employment Business and the Temporary Worker and they govern all Assignments undertaken by the Temporary Worker. However no contract shall exist between the Employment Business and the Temporary Worker between Assignments.
- 2.2 For the avoidance of doubt these Terms shall not give rise to a contract of employment between the Employment Business and the Temporary Worker. The Temporary Worker is engaged as a self-employed worker, although the Employment Business is required to make statutory deductions from his remuneration in accordance with clause 4.1.
- 2.3 No variation or alteration to these Terms shall be valid unless approved by Employment Business in writing.

3. ASSIGNMENTS

- 3.1 The Employment Business will endeavour to obtain suitable Assignments for the Temporary Worker to work as a medical doctor
- 3.2 The Temporary Worker acknowledges that the nature of the temporary work means that there may be periods when no suitable work is available and agrees that: suitability shall be determined solely by the Employment Business; and that: the Employment Business shall incur no liability to the Temporary Worker should it fail to offer opportunities to work in the above category or in any other category.

- 3.3 For the purpose of calculating the average number of weekly hours worked by the Temporary Worker on an Assignment, the start date for the relevant averaging period under the Working Time Regulations shall be the date on which the Temporary Worker commences the first Assignment.
- 3.4 If during the course of an Assignment or within 6 months after the end of an Assignment the Client wishes to employ the Temporary Worker directly, the Temporary Worker acknowledges that the Employment Business will be entitled to charge the Client an introduction fee or to agree an extension of the hiring period with the Client at the end of which, the Temporary Worker may be employed directly by the Client without further charge to the Client.

4. REMUNERATION

- 4.1 The Employment Business shall pay to the Temporary Worker remuneration calculated at a minimum hourly rate of £5. The actual rate will be notified on a per Assignment basis, for each hour worked during the Assignment (to the nearest quarter hour worked) and will be paid weekly in arrears, subject to deductions in respect of PAYE pursuant to Section 134 of the Income and Corporation Taxes Act 1988 and Class 1 National Insurance Contributions and any other deductions which the Employment Business may be required to levy by law.
- 4.2 Subject to any statutory entitlement under the relevant legislation, the Temporary Workers not entitled to receive payment from the Employment Business or Clients for any time not spent on Assignment, whether in respect of holidays, illness or absence for any other reason unless otherwise agreed.

5. TIME SHEETS

- 5.1 At the end of each week of an Assignment (or at the end of the Assignment where it is for a period of one week or less) the Temporary Worker shall deliver/send to the Employment Business his time sheet duly completed to indicate the number of hours worked by him/her during the preceding week (or such lesser period) and signed by an authorised representative of the Client. Failure to submit a time sheet for hours worked may delay payment for those hours worked.
- 5.2 For the avoidance of doubt and for the purposes of the Working Time Regulations, the Temporary Worker's working time shall only consist of those periods during which he is carrying out his core activities or duties for the Client as part of the Assignment. Time spent travelling to the Client's premises; lunch breaks and other rest breaks shall not count as part of the Temporary Worker's working time for these purposes.

6. STATUTORY LEAVE

- 6.1 For the purpose of calculating entitlement to paid leave pursuant to Working Time Regulations 1988 under this clause, the leave year commences on the date the Temporary Worker starts an Assignment or a series of Assignments.
- 6.2 Under the Working Time Regulations 1988, the Temporary Worker is entitled to 4 weeks' paid leave per leave year. All entitlement to leave must be taken during the course of the leave year in which it accrues and none may be carried forward to the next year.
- 6.3 Entitlement to payment for leave accrues in proportion to the amount of time worked continuously by the Temporary Worker on Assignment during the leave year. The amount of payment, which the Temporary Worker will receive in respect of annual leave taken during the course of an Assignment, will be calculated in accordance with and paid in proportion to the number of hours they have worked on assignment.
- 6.4 In the course of any Assignment during the first leave year the Temporary Worker is entitled to request leave at the rate of one-twelfth of his total holiday entitlement in each month of his leave year. Where the Temporary Worker wishes to take any leave to which they are entitled they should notify the Employment Business in writing of the dates of his intended absence. The amount of notice which the Temporary Worker is required to give should be at least twice the length of the period of leave they wish to take.
- 6.5 None of the provisions of this clause regarding the statutory entitlement to paid leave shall affect the Temporary Workers status as a self-employed worker.

7. SICKNESS

- 7.1 The Temporary Worker may be eligible for Statutory Sick Pay (SSP) provided they meet the relevant statutory requirements.
- 7.2 For the purposes of the Statutory Sick Pay (SSP) Scheme there is one qualifying day per week during the course of an Assignment and that qualifying day shall be the Wednesday of every week.

8. CONDUCT OF ASSIGNMENTS

- 8.1 The Temporary Worker is not obliged to accept any Assignment offered by the Employment Business but if they do during every Assignment and afterwards where appropriate they will:
- cooperate with the Client's reasonable instructions and accept the direction, supervision and control of any reasonable person in the Client's organisation
 - observe any relevant rules and regulations of the Client's establishment (including normal hours of work) to which attention has been drawn or which the Temporary Worker might reasonably be expected to ascertain.:
 - take all reasonable steps to safeguard their own health and safety and that of any person who may be present or be affected by their actions on the Assignment and comply with the Health and Safety policies and procedures of the Client:
 - not engage in any conduct detrimental to the interests of the Employment Business of the assigning Client;
 - not at any time divulge to any person, nor use for their own or any other person's benefit, any confidential information relating to the Clients or the Employment Business' employees, business affairs, transactions or finances:
- 8.2 If the Temporary Worker is unable for any reason to attend work during the course of an assignment they should inform the Client or the Employment Business within one hour of the commencement of the Assignment or Shift.

9. TERMINATION

- 9.1 The Employment Business or the Client may, without prior notice or liability, terminate the Temporary Worker's Assignment at any time.
- 9.2 The Temporary Worker may terminate an Assignment at any time without prior notice or liability.
- 9.3 If the Temporary Worker does not inform the Client or the Employment Business should they be unable to attend work during the course of an Assignment this will be treated as termination of the Assignment by the Temporary Worker in accordance with clause 9.2 unless the Temporary Worker can show that exceptional circumstances prevented them from complying with clause 8.2
- 9.4 If the Temporary Worker is absent during the course of an Assignment and the contract has not been otherwise terminated the Employment Business will be entitled to terminate the contract in accordance with clause 9.1 if the work to which the absent Worker was assigned to is no longer available for the Temporary Worker.
- 9.5 If the Temporary Worker does not report to the Employment Business to notify their availability for work for a period of three weeks, the Employment Business will forward their P45 to their last know correspondence address.

10. Law

- 10.1 These Terms of Engagement are governed by the Law of England & Wales and are subject to the exclusive jurisdiction of the Courts of England and Wales.

Signed by the Temporary Worker

Date

Print name (in BLOCK CAPITALS)

Please return this form signed to:

Locum Doctors Ltd, First Floor, Church Street, Rogerstone, NEWPORT, NP10 9FP

