

## Guiding Principles for Developing a Locum Policy

The following principles are to be used by leaders when developing a departmental policy for approving and tracking Locum Tenens staff.

1. Ensure applicants are qualified. Written and verbal reference should be obtained as is done for permanent appointments.
2. Locum appointments must be approved by the Regional Department Head.
3. If during the course of the locum it becomes evident due to performance or behaviour issues that the department would not take on the individual if a permanent position were available the privileges should not be renewed.
4. With the goal of ensuring continuity of care, locums should not be used solely to provide emergency call.
5. Locums should not be used to render call duties for single nights or weekends except in an emergency and with approval of the Head of Department (Local).
6. The department should have a rule limiting the number of members who can be absent at any one time. During peak holiday periods, such as Christmas and summer, a reasonable number of members should remain to ensure continuation of department culture and quality and to be available to support the locum.
7. Locums should receive from a member of the department an orientation to the policies and practices of the department and the site.
8. Locums should be able to contact a member of the department who is available 24/7 to provide guidance and advice regarding navigating hospital practices and policies and consultation regarding management of specific cases.
9. Locum tenens physicians may not provide more than 12 weeks service in one 12 month period.
10. Longer and continuous Health Human Resources planning for needs such as vacancies created by prolonged illness or parental leave can be filled by use of the Temporary category for up to 12 months.