

Essential Tips for Locums

Being adaptable is a key attribute needed for locum doctors when working in unfamiliar hospitals. RIG Locums has put together a number of tips to help you get settled into your new locum assignment quickly.

Before you start

By now you should have received an 'Assignment Notice' from RIG Locums about your locum role, this will include details of:

- Hospital location, address and contact details
- Hospital contact
- Assignment start and end date
- Working hours
- Confirmation of pay rates
- Timesheets

If there is anything that you are unsure of, please call you RIG Locums consultant who will be pleased to help.

On arrival

Make sure you allow yourself plenty of time to get to the hospital, allowing for traffic and finding a parking space etc. If there is any reason you feel you may be late, please notify RIG Locums immediately.

Report to the hospital as instructed in the 'Assignment Notice' RIG Locums issued once your role was confirmed. If you arrive out of hours you will need to report to the reception/switchboard who will be able to provide you with a bleep and tell you where you need to go.

If hospital accommodation has been provided for you, details will be available from Medical Staffing.

First day

On the first day of your shift, you will be met either by the service manager, lead doctor or nurse. They will be able to arrange:

- Site induction, which should include the following:
 - The hospital's health & safety procedures
 - Fire procedures
 - Important telephone and bleep numbers
 - The Crash Call Procedure

- The hospital's security and confidentiality policies
 - Moving & handling procedures
 - Toilets, restrooms and other staff facilities
 - Procedures relating to the pharmacy and prescriptions
 - Incident reporting procedure
 - How to access advice and the reporting procedure
 - Where to find clinical and non-clinical Trust policies and procedures
- Your ID badge
 - An email address and access to a PC
 - Training on any software used

End of the week

Timesheets should be faxed to RIG Locums each week by no later than 12:00 each Tuesday.

RIG Locums provides Doctors with two options for submitting timesheets:

1. **Online Print & Sign.** On registration with RIG Locums you will have received login details to our online timesheet portal. Within the portal you can input your hours and print your own timesheet. Completing your timesheet via this method is a more efficient way for us to receive your information and can potentially mean faster payment. The user guide for the timesheet portal to help you through this process can be accessed via this link: <http://www.riglocums.com/downloads.aspx>
2. **Paper Timesheet.** These are provided to you by RIG Locums before your shift. If you need more, RIG Locums can send these to you at your request.

In order for the timesheets to be processed, it is important that:

- Timesheets are signed by the authorised signatory at the bottom of the timesheet
- Timesheets are faxed to RIG Locums using the fax number at the top of the timesheet.

FAQs

What should I wear?

Doctors should dress smartly, avoiding casual clothing such as jeans. The hospital will provide you with a white coat or any other protective clothing you are required to wear. Your main point of contact will be able to advise where this should be cleaned after your shift.

Avoid wearing jewelry and watches. A plain ring and discreet stud earrings are permitted.

Footwear should be safe, sensible and clean, i.e. with enclosed heel and toes, and with low heels.

Hair should be tied up and away from the face.

What do I need to bring with me?

It is important that you bring the following items to your first shift:

- GMC certificate
- Photographic proof of ID, e.g. driving license or passport
- RIG Locums ID Badge (to be worn at all times)

Further information

If you have any further questions that haven't been covered in this document, please don't hesitate to contact RIG Locums on 0800 690 6044.