

Ref no: 331201017
From: Public
Date: 20/10/2017
Subject: How do you book Locum Doctors

REQUEST & RESPONSE

Can you provide me under the Freedom of Information Act 2000 the process your hospital uses to book your locum doctors, them being SHO/SpR and Consultant? Within this request for information can you also provide the electronic booking system that you name and the name of this system?

Specific areas what I would like to know from this request to include is your breach cap form process and who is responsible for the clinical staff rotas (excluding nurses) within each dire

Medical Locums book all Locum staff for the trust, apart from, A&E and General Medicine which is over seen by the Rota Co-ordinators.

Medical Locum Booking Process:

- Shift requirement will be sent through from the services via email to the Medical Locums team
- Medical Locums Staff will email the booking requirements through to the agencies.
- Agencies will then send CVs through of suitable candidates
- Medical Locum team will send through CVs to the department for approval
- If CV is approved by Department, Medical Locums will proceed to book (if not they continue to source appropriate candidates)
- Medical Locums will request hourly rate for the worker and liaise with the department for approval (If above the NHSI CAP the department will need to raise a request from Medical Director approval before confirming the booking).
- Cross reference the DRs GMC (General Medical Council) number through their website
- Medical Locums confirm booking with the agency
- Agency/Locum will then download on to Staffflow – Shifts will also need to be reflected in the Bank Staff System by the department Requesting the Locum.
- Medical Locums will receive email , log in to staffflow and approve the agency locum hours (This will allow the Dr to download his hours on Staffflow and also send a copy to Medical Locums email)

- Medical Locums to check hours are correct and confirm DR shifts on Staffflow
- Invoice (Commission Only) will be received through SBS Systems (Shared Business Services) to process this , all commission rates are checked on staffflow before approval
- Invoice is then Paid to Doctor

Executive Approval Form Process Medical Staff

- If the Agency member of staffs agreed rate exceeds the capped rate, then the department requesting, need to obtain Medical Director authorisation
- If the Rate exceeds **£120** an hour, or is off Framework the approval needs to be requested and approved by the Chief Executive as per NHSI guidance.
- Once approval has been received all documentation needs to be sent to:
Medical.Locums@sthk.nhs.uk For all Medical Locum Bookings
- A file will then be created and saved for the Agency member within The Staffing Solutions Department.