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ASPIRE LOCUMS

HANDBOOK

Welcome to Aspire Locums we hope that you will enjoy working with us.

We are always happy to help you with any queries you may have, but we have produced this document so that you will always have a quick reference guide to hand.

Our Legal Responsibility.

We must hold/process the following personal information and have copies of all necessary documents. We also need annual renewal certificates when necessary.

1. Professional Registration \ Membership.
2. Vocational/Degree Qualifications.
3. Professional Indemnity Insurance.
4. DBS Certificate.
5. Inclusion on the National Primary Medical Performers List (*if applicable*).
6. CV (*plus two Referee's*).
7. Passport (*Original*).
8. Right to Work (*if applicable*).
9. ID Check, Passport, National Insurance Card, Driving Licence.
10. Utility Bill (*last 3 months*).
11. NHS Smart Card (*If applicable*).
12. Employment Status (*Limited Company*).

Availability

Please ensure that you regularly return an availability form to us to ensure you receive the continuity of work. Emails / faxes are fine; we just need to keep track of your availability to ensure you get best response for the jobs available. Also make sure that we always have up to date contact details from you e.g., home telephone, mobile phone, email address. Although you may already be working for us full time, we may well have extra shifts for you if with out-of-hours service providers if you would like it.

Undertaking Employment

When you are offered a Locum assignment, you are under no obligation to accept it. However, once you have agreed to a locum post we acknowledge you are committed to ourselves and to our client. Therefore, please do not undertake any other assignments which will clash with yours.

Any doctor who agrees to work for a surgery or medical practice as a GP locum and has had this booking confirmed will be expected to honour this commitment. In event of this not being possible, we require 'reasonable notice' to enable us to arrange a replacement. This guidance has been taken from the General Medical Council's booklet on good medical practice.

Reporting For Work

On arrival at the surgery please report to the practice manager or principal GP, their details will be outlined on your confirmation form. You must have with you your ID badge or some other form of ID with you.

Time Sheets

Your timesheets should be filled out every week with the hours you have worked, minus any lunch hour or other breaks that have been taken. At the end of the week, or the end of the booking period, whichever is the sooner, you should total up the hours worked and ask the client/hirer (*someone in authority*) to sign the timesheet for you (*this is usually practice manager, principal, or team leader*). This should then be sent to us by scanned email mail@aspirelocums.co.uk or by Fax 0151 207 4979, or by WhatsApp no later than 12pm on Monday for payment to be made in that week. Your pay may be delayed without receipt of a properly completed and authorised timesheet. Remember, it is your responsibility to get your timesheet signed & returned on time.

Payment

Payroll is run on Wednesdays by BACS facility, so please ensure we have your correct bank or building society account details. A direct transfer of funds will leave from Aspire Locums bank account at lunchtime on Wednesday's and the money will arrive for you to draw on Friday's. Bank details should be included on the registration form.

Confidentiality

Information concerning payment of salaries, clients, patients, their treatments and their affairs is strictly confidential and must not be disclosed to any unauthorised person(s). The confidentiality of employee records must be maintained. If a Candidate discloses any such information, then this could result in disciplinary action being taken against them. Candidates should also be aware that regardless of any action taken by this Agency, any breach of confidence could result in a civil action for damages.

Equal Opportunities

Aspire Locums are an equal opportunities employer. We use review forms to monitor these standards as a significant proportion of our candidates are from diverse ethnic minority groups and Aspire Locums must ensure that no one receives less favourable treatment on any grounds.

Disclosure and Barring Service

On 01/12/2012 the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

All NHS Trusts must process a CRB/DBS enhanced disclosure to enable them to include you on the primary medical performer's list. They are sometimes reluctant to give you a copy of your CRB enhanced disclosure, but this is the only way you can acquire one at the present time. A Home Office circular does in fact state that because employment agencies / businesses cannot request such documentation, you are entitled to request a copy from the Primary Care Trust who includes you on their medical performer's list. Until April 2006 the criminal records bureau had a facility called portability which allowed you to re-use your CRB enhanced disclosure in other organisations. However, The CRB no longer facilitates portability and organisations that choose to accept a previously issued CRB enhanced disclosure do so at their own risk.



Disclosure and Barring Services

Aspire Locums maybe able to accept you are previously issued DBS from your trust providing we can contact your counter signatory named on the certificate. This will enable us to accept or decline your DBS, if your circumstances have changed since the certificate was issued, your counter signatory is required by law to inform us of a change in your circumstances, but GDPR prevents them from divulging any further confidential information. In the event that we are unable to accept your DBS, we will request a new one from you. Aspire Locums provides a third party DBS Service, for more information, please contact us.

The Home Office circular regarding guidelines for local authorities are 47 of 93, paragraph 11. The other document is the Health Service Guidelines of 1988. Aspire Locum Ltd has a copy at the office for you available upon request.

Standards

It is the responsibility of every Locum to make sure that they accord an employer the services and respect that they would normally to any permanent employer. That is, they are expected to be there during the hours specified by the client to carry out all reasonable duties requested by the client within the general scope of the job they are employed to do; to take reasonable precautions to safeguard their own, other employees and the clients interest; to be of reasonable appearance for each position undertaken and to do nothing that would cause their own or the Agency's name to be brought into disrepute.

Appearance

We expect our locums to reflect the standards of the agency in dress and appearance. For example appropriate dress should be worn, e.g. a suit, skirt and blouse, dress, trouser suit etc. Whatever you wear should be clean and well pressed. Also attention should be paid to personal hygiene including making sure that hair, hands and nails are clean.

Opening Hours

Aspire Locums is open every weekday from 9am until 17.30pm. After these times the telephones are diverted to the on call mobile.

Notification of Sickness or Absences

It is possible to make contact with Aspire Locum 24 hours a day. Office phones are always diverted to a mobile therefore there is no excuse for not notifying us if you are unable to attend your assignment for any reason. Please call us as soon as you know you will not be fit for work so that we can try and make alternative arrangements for the client.

P45's

If Aspire Locums is your main employer we must hold your P45. Please send this to us with your first timesheet so that we can apply the correct tax code to your salary. If you are unable to supply us with a P45 or if we are not your main employer, please ask us for a new starter checklist form (*previously known as P46*). It is in your own best interests to do so in order that you will be charged the correct rate of tax.

This hand book has been created for you as a convenience reference of lookup, if there is any information not already covered, please ask a member of the team and we will endeavour to answer your questions in a timely manner.