

Locum Medical Officer Pre-Placement Checklist

This document must be completed by the Locum Agency and forwarded to the Area Health Service with all relevant documents

Locum name		Date	
Locum contact			
Agency			
Agency signature		Print name	

Ref	Checklist	Yes	No	Relevant Documents
The Locum Medical Officer:				
4.2.1	▪ has undergone an interview	<input type="checkbox"/>	<input type="checkbox"/>	Current resume and certified qualifications
4.2.1a	▪ is suitably registered with the NSW Medical Board	<input type="checkbox"/>	<input type="checkbox"/>	recent copy from NSW Medical Board, dated within the past 7 days
4.2.1b	▪ holds valid permit to work in Australia and appropriate visa to work at multiple work sites	<input type="checkbox"/>	<input type="checkbox"/>	Certified copy of relevant work visa plus photo page of passport
4.2.1c	▪ has had a 100 point identity check (refer to page 22)	<input type="checkbox"/>	<input type="checkbox"/>	Certified 100 point identity check documents
4.2.1d	▪ has had three referee checks, using a current supervisor and/or recent Department Head	<input type="checkbox"/>	<input type="checkbox"/>	Copies of referee checks
The Locum Medical Officer has had:				
4.2.2a	▪ an Employment Health Assessment screening consistent with PD 2007_006	<input type="checkbox"/>	<input type="checkbox"/>	
4.2.2b	▪ Working with Children Check at the time of registration ▪ Screening validation check number:	<input type="checkbox"/>	<input type="checkbox"/>	Date of clearance and Prohibited Employment Declaration
4.2.2c	▪ A criminal record clearance from country of origin/resided in or worked in or a statutory declaration (see Form 11 NSW Health Standards and Conditions Support Pack) – International Medical graduates only	<input type="checkbox"/>	<input type="checkbox"/>	Date of clearance/country of residence or include statutory declaration
The Locum Medical Officer:				
4.3.1a	▪ has been supplied with a copy of the PD 2005_626 Code of Conduct NSW Health and has agreed to act according to its terms http://www.health.nsw.gov.au/policies/pd/2005/PD2005_626.html	<input type="checkbox"/>	<input type="checkbox"/>	Units completed from eMedical Orientation Program
4.3.1b	▪ has been supplied with a copy of the PD2005_469 Conflicts of Interest in the Public Health System and agrees to abide by it http://www.health.nsw.gov.au/policies/PD/2005/PD2005_469.html	<input type="checkbox"/>	<input type="checkbox"/>	NSW Health Conflicts of Interest sign off sheet
4.3.1c	▪ has been supplied with a copy of Section 2.4 outside employment and business activities, NSW Health Code of Conduct PD2005_626 and that he/she agrees to abide by it until the NSW Health Secondary Employment Policy that is currently under development is released.	<input type="checkbox"/>	<input type="checkbox"/>	NSW Health Secondary Employment sign off sheet

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4.3.1d	<ul style="list-style-type: none"> has received a copy of the position description 	<input type="checkbox"/>	<input type="checkbox"/>	Copy enclosed
4.3.1e	<ul style="list-style-type: none"> has undergone Electronic Records Management (EMR) training -if employed in AHS where EMR is implemented 	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of completion from NSW Health Online Courses http://nswhealth.moodle.com.au
4.3.1f	<ul style="list-style-type: none"> is aware of and agrees to abide by the relevant OH&S legislation on manual handling 	<input type="checkbox"/>	<input type="checkbox"/>	Units completed from eMedical Orientation Program
4.3.1g	<ul style="list-style-type: none"> is aware of and agrees to abide by the NSW Health policies on: <ul style="list-style-type: none"> i. Occupational Screening & Vaccination of Health Care Workers Against Infectious Diseases http://www.health.nsw.gov.au/policies/pd/2007/pdf/PD2007_006.pdf Please note that if the locum medical officer is unable to meet the requirement of PDD2007_006, the Locum Medical Agency must discuss this with the AHS as the Policy Directive provides that AHS Chief Executive have discretionary authority to vary the requirements of the policy on a case by case basis where failure to appoint an unprotected / unscreened person to a front line clinical position would result in a genuine and serious risk to service delivery. The exercise of this discretionary authority is guided by a risk management framework that includes the implementation of all reasonable and practical risk elimination and/or control measures to protect the staff ii. Infection Control: http://www.health.nsw.gov.au/policies/pd/2007/pdf/PD2007_036.pdf iii. Workplace Health and Safety: Policy and Better Practice Guide: http://www.health.nsw.gov.au/policies/PD/2005/pdf/PD2005_409.pdf iv. Incident Management: http://www.health.nsw.gov.au/policies/pd/2007/pdf/PD2007_061.pdf v. Privacy: http://www.health.nsw.gov.au/policies/pd/2005/pdf/PD2005_593.pdf vi. HIV, Hepatitis B or Hepatitis C –Health Care Workers Infected http://www.health.nsw.gov.au/policies/PD/2005/PD2005_162.html 	<input type="checkbox"/>	<input type="checkbox"/>	Proof of immunisation according to PD2007_006 or signed nonparticipation form
4.3.1h	<ul style="list-style-type: none"> is aware of the requirement to supervise Junior Medical Officers 	<input type="checkbox"/>	<input type="checkbox"/>	
4.3.1i	<ul style="list-style-type: none"> is mentally and physically able to perform the services for which they are engaged 	<input type="checkbox"/>	<input type="checkbox"/>	
4.3.1j	<ul style="list-style-type: none"> is able to perform their engagement in accordance with the accepted medical practice and direction of the respective Customer 	<input type="checkbox"/>	<input type="checkbox"/>	
4.3.1k	<ul style="list-style-type: none"> aware of the need to comply with minimum break periods and has agreed to abide by the intent of the guidelines for safe working hours 	<input type="checkbox"/>	<input type="checkbox"/>	NSW Health Policy Sign Off Sheet Form 10
4.3.1l	<ul style="list-style-type: none"> has undertaken mandatory child protection training 	<input type="checkbox"/>	<input type="checkbox"/>	Units completed from eMedical Orientation Program
4.3.1m	<ul style="list-style-type: none"> has undertaken the mandatory annual theoretical component of fire training as part of hospital orientation or induction 	<input type="checkbox"/>	<input type="checkbox"/>	Units completed from eMedical Orientation Program

The Locum Medical Officer:

4.4	<ul style="list-style-type: none"> That the locum medical officer has received a copy of the NSW Code of Conduct PD2005-626 with section 2.4, outside employment and business activities, highlighted and agrees to abide by it. (Please note that the NSW Health Secondary Employment policy is currently under development) 	<input type="checkbox"/>	<input type="checkbox"/>	Units completed from eMedical Orientation Program	
4.4.1a	<ul style="list-style-type: none"> has disclosed any other employers (NSW Health Standards and Conditions Support Pack) 	<input type="checkbox"/>	<input type="checkbox"/>	Secondary employer declaration	<input type="checkbox"/>
4.4.1b	<ul style="list-style-type: none"> has been approved for work by any other employer (full time employees only) 	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of approval	<input type="checkbox"/>
4.4.1c	<ul style="list-style-type: none"> has been asked to disclose any potential conflicts of interest, OHS or service delivery risk as a result of secondary employment (refer to NSW Health Standards and Conditions Support Pack) 	<input type="checkbox"/>	<input type="checkbox"/>	Secondary employer declaration	<input type="checkbox"/>
4.4.1d	<ul style="list-style-type: none"> advised that prior to commencing work an internal service check will be conducted as per PD2009_004 Service Check Register for NSW Health Services http://www.health.nsw.gov.au/policies/pd/2009/PD2009_004.html 	<input type="checkbox"/>	<input type="checkbox"/>		

The Locum Medical Officer has been checked for NSW Medical Board:

5	<ul style="list-style-type: none"> conditions on employment 	<input type="checkbox"/>	<input type="checkbox"/>	NSW Medical Board employment conditions	<input type="checkbox"/>
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Submit this completed form to the Area Health Service for the placement of Locum Medical Officer Only