

APPLICATION FOR SHORT TERM LOCUM SUPPORT

Practice Name: _____ Today's date: _____

Contact Name: _____ Contact Phone Number: _____

Physical Address: _____

Reason for Vacancy: _____

Dates of request:

While we can't guarantee to be able to provide a locum for your first choice of dates, we will do our utmost to secure a break for you during one of the 3 listed date ranges.

- 1st preference date _____ / _____ / _____ to _____ / _____ / _____ (inclusive)
 - or
- 2nd preference date _____ / _____ / _____ to _____ / _____ / _____ (inclusive)
 - or
- 3rd preference date _____ / _____ / _____ to _____ / _____ / _____ (inclusive)

Please indicate below the actual sessions requiring cover (including after hours or late nights).

X denotes standard General Practice Sessions and On Call

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date							
AM							
PM							
On-call							

Applications for locums are prioritised on date received at the Network. An application does not guarantee a placement. If you have any questions, telephone us on Free Call 0800 695628.

- Do you have any special requirements for this GP i.e.: special skills? **Yes/No**
- Is hospital or rest home work undertaken during regular sessional hours, or in addition to the above sessions? **Yes/No**
- Will you provide accommodation/vehicle assistance for the GP during the placement? **Yes/No**

Please fax/email your completed form and signed copy of Terms and Conditions to:

Fax: 04 472 0904
Email: enquiries@NZLocums.co.nz

Locum Placement Terms and Conditions

Whilst every endeavour will be made to fill your request for Locum cover, demand and supply of locums fluctuate during the year, therefore and we are not able to guarantee that we will be able to fill your request.

We suggest you ideally give us at least 3 months' notice and consider some optional dates for your break if possible.

Terms and Conditions under which this service is provided are as follows:

Definitions

GP/practice includes PHOs, DHBs, Trusts and/or providers offering medical services.

Acceptance

Submitting the Application for Locum Cover to NZLocums is deemed to be acceptance of the terms and conditions as outlined below and agreement to abide by the same.

Accuracy of Information from GP/practice

The GP/practice agrees to provide accurate and correct information to NZLocums in relation to all aspects of a locum request and locum placement.

Placement Arrangements

The exact nature of the placement arrangements will be confirmed by way of letter from NZLocums to the GP/practice.

Fees

The Locum Placement fees will be as agreed between NZLocums and the Client for each Locum Placement.

The Client agrees to pay a fee equivalent to two weeks of the agreed Locum Placement fees on the commencement date of the Candidate's Locum Placement with the Client. The Client agrees to pay the Locum Placement fees on a weekly basis thereafter on receipt of invoice.

In the event the Client enters into any contractual or employment arrangement with the Candidate during or within a period of 12 months from the end of the Locum Placement, the Client agrees to pay a Permanent Placement fee.

In the event of cancellation by the Client, a 30 day cancellation notice must be received by NZLocums. Cancellation with less than 30 days notice will incur a cancellation fee of 50% of the total Locum Placement fee. Cancellation with less than 14 days notice for a Locum Placement will incur a cancellation fee equivalent to the full Locum Placement fee.

Payment of Locum

At the end of each fortnight of the placement, the locum is required to complete a timesheet.

The GP/practice agrees to arrange for an authorised person in the practice to date and sign the timesheet and to declare that the timesheet is true and correct.

The timesheet must then be submitted by fax to NZLocums.

The Locum will be paid by NZLocums on receipt of the faxed timesheet.

Session Rates

The GP/practice agrees to pay the agreed rate per session worked by the locum for week days/week nights and on-call to NZLocums on receipt of invoice.

Sessions are generally defined as follows with time for morning and afternoon tea breaks, lunch and dinner breaks.

<i>Weekdays</i>	<i>Weekends</i>
8:00am – 1:00pm	8:00am – 1:00pm
1:00pm – 6:00pm	1:00pm – 8:00pm
6:00pm – 8:00am (overnight)	8:00pm – 8:00am (overnight)

Please note the above times are indicative only. We understand that many practices vary in their session times.

Services provided

- NZLocums will source, select and refer Candidates to the Client for consideration for Locum Placements.
- NZLocums will assist Candidates and Clients with the Medical Council of New Zealand and New Zealand Immigration processes, to the extent it is appropriate and within the expertise of NZLocums.
- NZLocums will complete reference checks on all referred Candidates and will make these references available to the Client to assist the Client in determining the suitability of the Candidate for the position.

Extension of Locum Placement

NZLocums will use reasonable endeavours to meet a request by a Client to extend the Locum Placement. The Client acknowledges that it may not be possible for NZLocums to meet the Client's request

Replacement Candidate

Where the Client finds a Candidate unsatisfactory, NZLocums shall use its best endeavours to replace the Candidate. The Client acknowledges that it may not be possible for NZLocums to replace the Candidate

Supervision

The Client acknowledges and agrees that it is responsible for ensuring that it and the Candidate meet the requirements of the Medical Council of New Zealand in respect of any supervision requirements.

Health and Safety

The Client agrees that it will take all practicable steps to ensure the health and safety of the Candidate whilst at their premises.

NZLocums reserves the right to remove, at the Client's cost, a Candidate from the workplace where it has concerns about the Candidate's health and safety.

Advertising and other costs

Sourcing of Candidates for Permanent, Fixed Term and Locum Placements may require substantial advertising. The Client agrees to pay, on receipt of invoice, the fees relating to such advertising where it is considered necessary to source a Candidate for a specific placement, subject to the Client's approval being gained prior to any fees being incurred.

Invoicing

The Client agrees to pay invoices issued by NZLocums no later than ten (10) working days from the date of invoice for all permanent and fixed term placements fees. For locum placement fees, invoices are to be paid within seven (7) days from date of invoice. NZLocums may, at its discretion, charge the Client interest at a rate of 5.0% per year from the date of invoice, on invoices that remain unpaid after ten (10) working days from the date of invoice.

Withdrawal for Non-Payment

NZLocums reserves the right to withdraw the Candidate at any time in the event of non-payment or non-compliance with these Terms and Conditions by the Client, without limiting all or any of its rights.

Information & Privacy

Information about the GP/practice is collected for the purposes of enabling NZLocums to provide recruitment services.

Liability

The GP/practice agrees that NZLocums will not be responsible or liable to the GP/practice for any losses, costs, expenses or damages however occasioned (direct, indirect or consequential) arising out of or in connection with the placement of a locum by NZLocums, including, but not limited to, any acts or omissions of the locum.

Subject to Change

NZLocums reserve the right to alter the terms and conditions from time to time.

In Submitting this form we agree to abide by the Locum Placement terms and conditions.

Name: _____

Signed: _____ **Date:** _____