

## Guide for Locums

### PLEASE

#### ■ Arrive on time

Prompt arrival sets a very good impression. The clients will expect you to act in a professional and reliable manner at all times.

#### ■ Cancellations

We require at least 48 hours notice if a cancellation is unavoidable, but do give us as much notice as possible.

#### ■ Accommodation

Please leave any rooms you have been provided with in a clean and tidy state. Return any keys or bleeps.

#### ■ Time sheets

Must be signed by the Practice Manager or senior receptionist. Payment cannot be made until sheets are authorised. Time sheets need to be received by 4pm each Monday.

#### ■ Security badges

Will be issued annually and must be worn at all times whilst working.

#### ■ Qualifications

Proof of Qualifications must be provided to the Practice manager.

#### ■ Proof of identity

You will need to show on day one of assignment either your passport or birth certificate and original GMC/NMC/HPC or medical defence Insurance.

#### ■ Expenses

Please ensure that where expenses have been agreed that you send original receipts to the office with time sheets.