

## Guide for the practice

### PLEASE

- **Be specific about your requirements.**  
Will you need visits?
- **Book appointments at sensible intervals.**  
The Agency assumes that a surgery will run for 2 hours and it is expected that a maximum of 12 patients will be seen ***within this time.***  
  
Remember the locum will not know the patients.
- **Specify which computer system is used.**
- **Have you other clinics?**  
Locums will need to know and may need special skills.
- **Confirm the requirements in writing.**  
Use fax, post or email.
- **Plan ahead – give Pegasus as much notice as possible to ensure you are not disappointed.**
- **Have a locum information pack ready.**
  - Aide memoir on how to use the phone and computer.
  - Forms – pathology, X-ray, physiotherapy referrals, new index cards, item-of-service forms and so on.
  - Prescription pad, medical certificate pads.
  - Information on how to arrange minor operations, in-house referrals, antenatal care.
  - Headed notepaper and envelopes.
  - Maps of the area.
  - Telephone directory – internal numbers and important local numbers.
- **If the locum has to do visits – try to get the receptionists to give him/her detailed directions (eg A-Z reference).**