

## APPENDIX B – Locum Medical Officer Pre-Placement Checklist

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### Locum Medical Officer Pre-Placement Checklist

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

Locum name		Date	
Locum contact			
Agency			
Agency signature		Print name	

Ref	Checklist	Yes	No	Relevant Documents
<b>The Locum Medical Officer:</b>				
4.2.1	<ul style="list-style-type: none"> <li>Has undergone an interview</li> </ul> <p>NB: There is no need to sight qualifications used to gain registration as this is done by the Medical Board of Australia.</p>	<input type="checkbox"/>	<input type="checkbox"/>	Current resume and certified qualifications <input type="checkbox"/>
4.2.1a	<ul style="list-style-type: none"> <li>Is suitably registered with the Medical Board of Australia</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Recent copy from Medical Board of Australia, dated within the past 7 days <input type="checkbox"/>
4.2.1b	<ul style="list-style-type: none"> <li>Holds valid permit to work in Australia and appropriate visa to work at multiple work sites</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Certified copy of relevant work visa plus photo page of passport <input type="checkbox"/>
4.2.1c	<ul style="list-style-type: none"> <li>Has had a 100 point identity check (refer to page 22)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Certified 100 point identity check documents <input type="checkbox"/>
4.2.1d	<ul style="list-style-type: none"> <li>Has had three referee checks, using a current supervisor and/or recent Department Head</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of referee checks <input type="checkbox"/>
<b>The Locum Medical Officer has had:</b>				
4.2.2a	<ul style="list-style-type: none"> <li>Employment Health Assessment screening consistent with PD 2011_005 and PD2005_186 <a href="http://www.health.nsw.gov.au/policies/pd/2011/PD2011_005.html">http://www.health.nsw.gov.au/policies/pd/2011/PD2011_005.html</a></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Statement of Medical Clearance from Health District Employment Health Assessment Unit <input type="checkbox"/>
4.2.2b	<ul style="list-style-type: none"> <li>Working with Children Check at the time of registration</li> <li>Screening validation check number:</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Date of clearance and Prohibited Employment Declaration <input type="checkbox"/>
4.2.2c	<ul style="list-style-type: none"> <li>A criminal record clearance from country of origin/resided in or worked in or a statutory declaration (Appendix G) as required in the Employment Screening Policy (PD2008_029).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Date of clearance/country of residence or include statutory declaration <input type="checkbox"/>
<b>The Locum Medical Officer:</b>				
4.3.1a	<ul style="list-style-type: none"> <li>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 <a href="http://www.health.nsw.gov.au/policies/pd/2005/PD2005_626.html">http://www.health.nsw.gov.au/policies/pd/2005/PD2005_626.html</a></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Units completed form from Locum eMedical Orientation Program <input type="checkbox"/>
4.3.1b	<ul style="list-style-type: none"> <li>Has been supplied with a copy of the PD2010_010 Conflicts of Interest and Gifts and Benefits and agrees to abide by it <a href="http://www.health.nsw.gov.au/policies/pd/2010/pdf/PD2010_010.pdf">http://www.health.nsw.gov.au/policies/pd/2010/pdf/PD2010_010.pdf</a></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	NSW Health Policy Sign Off Sheet Form 10 <input type="checkbox"/>

Ref	Checklist	Yes	No	Relevant Documents	
4.3.1c	<ul style="list-style-type: none"> <li>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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	NSW Health Policy Sign Off Sheet Form 10	<input type="checkbox"/>
4.3.1d	<ul style="list-style-type: none"> <li>Has received a copy of the position description</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Copy enclosed	<input type="checkbox"/>
4.3.1e	<ul style="list-style-type: none"> <li>Has undergone Electronic Records Management (EMR) training <a href="http://nswhealth.moodle.com.au">http://nswhealth.moodle.com.au</a></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of completion from NSW Health Online Courses	
4.3.1f	<ul style="list-style-type: none"> <li>Is aware of and agrees to abide by the relevant OH&amp;S legislation on manual handling</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Units completed form from Locum eMedical Orientation Program	
4.3.1g	<ul style="list-style-type: none"> <li>Is aware of and agrees to abide by the NSW Health policies on:</li> </ul>				
i.	<p>Occupational Assessment, Screening &amp; Vaccination against specified Infectious Diseases <a href="http://www.health.nsw.gov.au/policies/pd/2007/pdf/PD2007_006.pdf">http://www.health.nsw.gov.au/policies/pd/2007/pdf/PD2007_006.pdf</a></p> <p>Other Clinical Placement includes the implementation of all reasonable and practical risk elimination and/or control measures to protect the staff member and clients.</p>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of immunisation according to PD2011_005	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	Proof of compliance to Category A Statement of Medical Clearance from Health District Employment Health Assessment Unit	<input type="checkbox"/>
ii.	<p>Infection Control <a href="http://www.health.nsw.gov.au/policies/pd/2007/pdf/PD2007_036.pdf">http://www.health.nsw.gov.au/policies/pd/2007/pdf/PD2007_036.pdf</a></p>	<input type="checkbox"/>	<input type="checkbox"/>	Units completed form from Locum eMedical Orientation Program	<input type="checkbox"/>
iii.	<p>Workplace Health and Safety: Policy and Better Practice Guide <a href="http://www.health.nsw.gov.au/policies/PD/2005/pdf/PD2005_409.pdf">http://www.health.nsw.gov.au/policies/PD/2005/pdf/PD2005_409.pdf</a></p>	<input type="checkbox"/>	<input type="checkbox"/>	Units completed form from Locum eMedical Orientation Program	<input type="checkbox"/>
iv.	<p>Incident Management: <a href="http://www.health.nsw.gov.au/policies/pd/2007/pdf/PD2007_061.pdf">http://www.health.nsw.gov.au/policies/pd/2007/pdf/PD2007_061.pdf</a></p>	<input type="checkbox"/>	<input type="checkbox"/>	NSW Health Policy Sign Off Sheet Form 10	<input type="checkbox"/>
v.	<p>Privacy <a href="http://www.health.nsw.gov.au/policies/pd/2005/pdf/PD2005_593.pdf">http://www.health.nsw.gov.au/policies/pd/2005/pdf/PD2005_593.pdf</a></p>	<input type="checkbox"/>	<input type="checkbox"/>	NSW Health Policy Sign Off Sheet Form 10	<input type="checkbox"/>
vi.	<p>HIV, Hepatitis B or Hepatitis C Health Care Workers infected <a href="http://www.health.nsw.gov.au/policies/PD/2005/PD2005_162.html">http://www.health.nsw.gov.au/policies/PD/2005/PD2005_162.html</a></p> <p>PD2009_001 Special Remuneration Rates Payable to Non-Specialist staff – short Term / casual (locum) PE 30 June 2012</p>	<input type="checkbox"/>	<input type="checkbox"/>	NSW Health Policy Sign Off Sheet Form 10	<input type="checkbox"/>
vii.	<p>Recognition and management of a patient who is clinically deteriorating (PD2010_026 ) <a href="http://www.health.nsw.gov.au/policies/pd/2010/pdf/PD2010_026.pdf">http://www.health.nsw.gov.au/policies/pd/2010/pdf/PD2010_026.pdf</a></p>	<input type="checkbox"/>	<input type="checkbox"/>	Unit completed form from Between the flags DETECT eLearning program and Awareness Presentation	<input type="checkbox"/>
4.3.1h	<ul style="list-style-type: none"> <li>Is aware of the requirement to supervise Junior Medical Officers</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		
4.3.1i	<ul style="list-style-type: none"> <li>Is mentally and physically able to perform the services for which they are engaged</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		
4.3.1j	<ul style="list-style-type: none"> <li>Is able to perform their engagement in accordance with the accepted medical practice and direction of the respective Customer</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		
4.3.1k	<ul style="list-style-type: none"> <li>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</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	NSW Health Policy Sign Off Sheet Form 10	<input type="checkbox"/>

Ref	Checklist	Yes	No	Relevant Documents	
4.3.1l	<ul style="list-style-type: none"> <li>Has undertaken mandatory child protection training</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Units completed form from Locum eMedical Orientation Program	<input type="checkbox"/>
4.3.1m	<ul style="list-style-type: none"> <li>Has undertaken the mandatory annual theoretical component of fire training as part of hospital orientation or induction</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Units completed form from Locum eMedical Orientation Program	<input type="checkbox"/>
<b>The Locum Medical Officer:</b>					
4.4	<ul style="list-style-type: none"> <li>Has received a copy of the NSW Code of Conduct PD2005_626 with section 2.4, <i>Outside employment and business activities</i>, highlighted, and agrees to abide by it. (Please note that the NSW Health Secondary Employment policy is currently under development)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Units completed form from Locum eMedical Orientation Program	<input type="checkbox"/>
4.4.1a	<ul style="list-style-type: none"> <li>Has disclosed any other employers (NSW Health Standards and Conditions Support Pack )</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Secondary employer declaration	<input type="checkbox"/>
4.4.1b	<ul style="list-style-type: none"> <li>Has been approved for work by any other employer (full time employees only)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of approval	<input type="checkbox"/>
4.4.1c	<ul style="list-style-type: none"> <li>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)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Secondary employer declaration	<input type="checkbox"/>
4.4.1d	<ul style="list-style-type: none"> <li>Advised that prior to commencing work an internal service check will be conducted as per PD2009_004 Service Check Register for NSW Health Services.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Performance Management</b>					
Has any Local Health District reported to the Medical Locum Agency any performance related matters regarding the Locum Medical Officer? <input type="checkbox"/> <input type="checkbox"/> Evidence of remedial action <input type="checkbox"/>					
<b>The Locum Medical Officer has been checked with the Medical Board of Australia:</b>					
5	<ul style="list-style-type: none"> <li>Conditions on employment</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Medical Board of Australia employment conditions	<input type="checkbox"/>

**Submit this completed form to the Health District for the placement of Locum Medical Officer Only**