

APPENDIX B1 – Policy Sign Off Sheet for Pre-Placement Checklist

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Policy Sign Off Sheet

The importance of my compliance with the provisions of the following documentation has been brought to my attention by my locum agency.

(Please tick when read – all boxes should be marked)

- PD2005_162 HIV, Hepatitis B or Hepatitis C – Health Care Workers Infected
- PD2005_186 Employment Health Assessment Policy & Guidelines
- PD2005_409 Workplace Health and Safety: Policy and Better Practice Guide
- PD2005_593 Privacy Manual (version 2) NSW Health
- PD2005_626 NSW Health Code of Conduct
- PD2006_007 Complaint or Concern about Clinician- Principles for Action
- GL2007_023 Fatigue – Preventing and Managing Work Related Fatigue: Guidelines
- PD2007_036 Infection Control Policy
- PD2007_061 Incident Management
- PD2008_029 Employment Screening Policy
- PD2008_071 Medical Practitioners – Compliance with Registration Conditions
- PD2009_001 Special Remuneration Rates Payable to Non-Specialist staff – short Term/ casual (locum) PE 30 June 2012
- PD2009_004 Service Check Register for NSW Health Services
- PD2009_057 Records Management Policy
- PD2010_026 Recognition and Management of a Patient who is Clinically Deteriorating
- PD2010_010 Conflicts of Interest and Gifts and Benefits
- PD2011_005 Occupational Assessment, Screening & Vaccination Against Specified Infectious Diseases

I understand that this “Policy Sign Off” sheet will be placed on file and retained by my medical locum agency.

I have read the above documentation and agree to abide by the provisions set out in these documents at all times during my placement with a NSW Public Hospital.

LOCUM MEDICAL OFFICER			
Name Please print			
Signature		Date	
Position			

LOCUM AGENCY			
Name of Agency Representative			
Signature		Date	
Position			

This form to be completed by the Locum Medical Officer and retained by the medical locum agency