DOCUMENT 1

Locum Medical Officer Pre-Placement Checklist

This document must be completed by a Medical Locum Agency in relation to a proposed candidate and submitted with supporting documents to a NSW Public Health Organisation Medical Workforce Unit.

Note: original or certified copies of supporting documents must be sighted by a Medical Locum Agency.

Locum name		Date	
Locum contact			
Agency			
Agency signature		Print name	

No.	Requirement	Yes	No	Evidence	
	The Locum Medical Officer:				
1	• has undergone an **interview** with the Medical Locum Agency (Note: there is no need to sight qualifications used to gain registration as this is done by the Medical Board of Australia.)	☐	☐	Current resume obtained.	☐
2	• is **registered** with the Medical Board of Australia, without conditions, or conditions that are not incompatible with the requirements of the role to be filled. (Where conditions exist, a Medical Workforce Unit must conduct a risk assessment.)	☐	☐	Copy of registration status from Medical Board of Australia, dated within the past 7 days.	☐
3	• has **photo identification**	☐	☐	Copy of document/card.	☐
4	• has a **current National Police Certificate** (within 3 years) **and**	☐	☐	Copy of Certificate.	☐
	• a **Statutory Declaration** of any convictions or pending charges since the date of the Certificate	☐	☐	Statutory Declaration.	☐
5	• has provided a **Working With Children Check** clearance number **or**	☐	☐	WWCC clearance number, date of clearance and expiry.	☐
	• has a **WWCC application number from the Office of the Children's Guardian**, to be activated at a Service NSW centre prior to placement in a NSW Public Health Organisation	☐	☐	Agency monitors activation by Locum Medical Officer.	☐
6	• has documentary evidence of approval to undertake **secondary employment,** if they are a NSW Health employee	☐	☐	Copy of approval document.	☐
7	• is aware that prior to commencing a role, a NSW Health internal **service check** will be conducted by the relevant Local Health District/Specialty Network in accordance with NSW Health PD2013_036 *Service Check Register for NSW Health* if a current or former NSW Health employee	☐	☐	Agency to confirm.	☐
8	• if an **international medical graduate/overseas doctor**, has a valid **permit** to work in Australia and a **visa** permitting work at multiple work sites	☐	☐	Certified copy of relevant work visa plus photo page of passport.	☐

No.	Requirement	Yes	No	Evidence	
9	• if an **international medical graduate/overseas doctor**, has provided police clearance from country/s of citizenship or residence since age of 16, or Statutory Declaration of same.	☐	☐	Certified copy or copies of police clearance/Statutory Declaration.	☐
10	• has completed a **Clinical Skills Self-Assessment** form (*Document 2.1*) and has been the subject of a • **Reference for Clinical Skills** (*Document 2.2*)	☐	☐	Copy of document. Copy of document.	☐
11	• has been subject of **three referee checks regarding professional behaviour** (*Documents 2.3, 2.4 and 2.5*), including one from a current or recent (within 12 months) supervisor and/or Department Head	☐	☐	Copies of 3 referee checks.	☐
12	• has undergone **screening and vaccination** as required by NSW Health, in compliance with NSW Health *PD 2018_009 Occupational Assessment, Screening & Vaccination Against Specified Infectious Diseases*	☐	☐	Documentary evidence of screening and vaccination in accordance with the requirements of the Occupational Assessment, Screening & Vaccination Against Specified Infectious Diseases policy	☐
13	• has undertaken all modules of the NSW Health **online mandatory training** in the HETI Moodle or *My Health Learning* for Locum Medical Officers who have not previously worked in a NSW Public Health Organisation	☐	☐	Certificate/s of completion of all modules.	☐
14	• is aware that they **may be required to work in a smaller regional/rural facility** where skills at specialist level and/or work with minimal supervision may be an important factor	☐	☐	Agency to confirm	☐
15	• is aware that a role may involve the requirement to **supervise** Junior Medical Officers	☐	☐	Agency to confirm.	☐
16	• is **mentally and physically able to perform the services** for which they are to be engaged	☐	☐	Agency to confirm.	☐
17	• is able to perform an assignment in accordance with the **accepted medical practice** and direction of the respective customer	☐	☐	Agency to confirm.	☐
18	• has received a **Role Specification**	☐	☐	Agency to confirm.	☐
19	• has received a **Pre-Placement Pack** in advance of the placement.	☐	☐	Agency to confirm.	☐