

Document 6: Minimum Requirements for the Locum Medical Officer Pre-Placement and Orientation Packs

The Locum Medical Officer Pre-Placement Pack and Orientation Packs provide information to assist a Locum Medical Officer in advance of and on arrival for a placement in a NSW Public Health Organisation.

Locum Medical Officer Orientation Pack

An Orientation Pack must be provided to a Locum on his/her arrival for a placement in a Clinical Department. The information provided in this Pack should be written in succinct, dot-point form to allow it to be easily read, digested and used for reference. The Orientation Pack should not exceed ten (10) A4 pages in length. The minimum requirements include:

- detail regarding the role, supervisor/s, supports to the role, reporting requirements and any supervisory responsibilities
- security arrangements and login information
- key information regarding all relevant local clinical protocols and procedures, hospital communication systems and emergency/resuscitation arrangements
- detail regarding clinical support services such as pathology, medical imaging and procedures for requesting tests
- a list of useful contacts, including names, roles, locations and telephone numbers
- handover procedures for the Clinical Department
- health facility site map
- Locum Medical Officer feedback form

Locum Medical Officer Pre-Placement Pack

A Pre-Placement Pack must be provided by a Medical Workforce Unit to a Locum Medical Officer, via a Medical Locum Agency on placement of a Confirmed Order. The Pre-Placement Pack is provided to inform and prepare a locum in advance of a placement. The minimum requirements include:

- information about travel and accommodation relating to the placement
- town/locality map, detail of local amenities, shops and services such as Service NSW centres (for Working with Children Check completion)
- name, location and key contacts for the Clinical Department and the facility in which the Locum will be placed
- general information about the health facility and its place within the local network of health services
- general information, or Frequently Asked Questions sheet regarding conditions of work with the facility/LHD/Specialty Network
- security information
- a health facility site map