

TERMS & CONDITIONS

Booking arrangements and confirmation of booking

The booking details need to be agreed before the work starts. This confirms agreement of hours and rates, and the Terms and Conditions detailed here, unless otherwise specifically agreed.

Sessions

- My normal session is for 3 hours. This incorporates 2 1/2 hours of patient contact and 30 minute period at the end to allow for any over-run or admin arising from the surgery.
- Patients should be booked at a minimum of 10 minute intervals, even if the normal appointment length for permanent medical staff in the practice is for less than this.
- Depending on the surgery operating 10 min “catch up” slots may be inserted to help limit late running. They are excluded from the session time and not charged for.
- Any other admin work, i.e. correspondence, results, repeat prescriptions or home visits needs to be agreed upfront and will be charged extra.
- Start time: the starting time of the booking is the time from which I am first expected to be available to the Practice.
- Finish time: the time of completion of the booking should also be specified to take account of any additional tasks required by the practice, such as phone calls or prescriptions, wherever applicable.

Consultations

- I should be able to work in the same way as the permanent medical staff of the practice. In addition to normal consulting this will include appropriate data entry into the clinical system and coding of clinical observations (such as diagnosis, blood pressure, smoking status etc. as these arise).
- The practice will provide a suitably trained member of staff to act as chaperone should one be requested.
- The Practice will need to provide dictation equipment if required for preparing correspondence.
- The Practice will ensure access to the clinical system, laboratory requests, Docman, dictation system, etc.

Home visits

- I do not do home visits as a standard as visits to unknown patients in unfamiliar environments carry an increased medico-legal risk and will take longer to do when carried out by a doctor who does not know the patient.
- Normally **30 minutes** should be expected for each home visit, although this may vary with local conditions.
- Home visits are not included into the session time and charged extra.

Repeat prescriptions

The Medical Indemnity organisations advise locum doctors doing repeat prescriptions to review the case notes for every patient regardless of the system used to manage repeats. As they carry an increased risk for non-principal GPs they may take longer to process and produce more queries than when done by the usual doctors.

Repeat prescriptions and/or other administrative tasks are not included in the standard session time/fee and charged extra if the exceptional need for them arises ever.

Fees and Rates

- These will be clearly stated on a daily or sessional basis.
- My rates are in line with those current in the area. When you send me details of your requirements I'll get back to you promptly with a quotation. They are not normally open to negotiation.
- I do not normally charge for small time overruns, as long as the workload has been reasonable within the guidelines stated above. Any additional work which causes me to leave significantly later than the agreed time will be subject to an additional charge at my hourly rate. Examples of such work include: a patient booked at the finish time, extra patients after the end of the booked period, and prescriptions or other administrative tasks for which adequate time has not been allowed.
- I shall require the Practice to confirm GP Locum Form A (NHS Pension form) without undue delay.
- Practices are required to pay pension contributions, in addition to the fee stated.

Surcharge for late payments

I shall invoice the Practice either at the end of the month or after completing my bookings with the practice, whichever is the sooner. I should appreciate payment within 28 days of receipt of the invoice. Payments received more than 4 weeks after the invoice date will be subject to a 10% surcharge of the total amount due.

Cancellation

- I know that when you book a locum you are doing so because you need cover, e.g. because of planned leave or attending important meetings. Therefore only in truly exceptional circumstances (e.g. personal or family illness) would I ever consider cancelling a booking which has been confirmed.
- In return you understand that in accepting your booking I have probably turned down other offers of work for the same date, and so you also should regard a booking as non-cancellable.
- Cancellation within 14 days of the start of the work will result in the practice being charged the full amount.