

Guidance For The Employment Of Locum Consultants On The 2003 Consultant Contract

1. This guidance supplements the provisions on locum appointments set out in Schedule 22 of the Terms and Conditions of Service for NHS Consultants (2003).

Appointment

2. Initial locum appointments should be made for no more than six months, subject to a satisfactory review of the locum consultant's performance. If an employer is satisfied by such a review they may extend a locum appointment for a further six months. Locum appointments of more than twelve months should be subject to the formal Advisory Appointments Committee process.

Job Plan

3. A job plan for a locum consultant should have been agreed by the time the doctor takes up post. The locum consultant and clinical manager should carry out an initial review of the agreed job plan after three months in post, including consideration as to the appropriateness of the job plan to which the locum is working. Such a review should be in line with the provisions of Schedule 3 of the Terms and Conditions of Service.
4. A locum consultant's objectives should be agreed as part of the job planning process and consideration should be given to the appropriateness of objectives during any job plan review. Locum consultants should have access to resources for continuing medical education and continuing professional development, as well as other resources (such as administrative support and office space), on the same basis as substantive consultants. Provision for a locum consultant to take study leave can be agreed as part of the job planning process.

Annual Leave

5. Locum consultants are entitled to annual leave on the same basis as substantive consultants under the provisions of Schedule 18 of the Terms and Conditions of Service. Annual leave will be accumulated during the tenure of a locum contract, on a pro rata basis.
6. Annual leave must be agreed in advance and will be subject to the needs of the employing organisation. At the employer's discretion annual leave can be taken prospectively.

Criminal Records Bureau

7. Employing organisations should comply with the guidance set out in HSC 2002/008. As far as possible, Criminal Records Bureau checks should be carried out before a locum consultant takes up post, although it is recognised that, because of the need to maintain essential services, checks will in some cases need to be carried out after a locum consultant has taken up post.
8. In the case of locum consultants who will be practising in childcare specialties, employing organisations are required to ensure that they have had a completed Protection of Children Act (PoCA) list check, which is also performed by the Criminal Records Bureau, before taking up their new locum post