Urban Locum Program
Orientation Guidelines

Host Physician Checklist/Locum Clinic Orientation

☐ Discuss clinic location and parking

☐ Reconfirm coverage dates and scheduled times: (any changes report to ULP)
  o Shifts include direct/indirect time and can be 4-hour half day of service or 8.5-hour full day of service (8 hours of service with 30 min unpaid lunch)

☐ Discuss the daily schedule flow:
  o Collaborate with your locum to set up an appropriate schedule to complete all tasks within the scheduled hours. It's important to recognize that our locums have various levels of experience, your patients are of varied complexity, and it may be a locums first day at your clinic and/or working with your EMR.
  o Discuss the locums preferred schedule of direct and indirect care time
  o If working longer than a half day, ensure a lunch break is scheduled (30 min unpaid)
  o Remember it is the Host Physicians responsibility to secure separate after hours and on-call coverage outside of the locums scheduled hours for their attached patients for the period of the locum coverage.

☐ Provide list of responsibilities that the host physician expects the locum to fulfill within the boundaries of the MOU, including but not limited to:
  o EMR overview
  o Clinic hours
  o Lab, x-ray information
  o Physiotherapy, social worker
  o Mental health
  o Public health
  o Passwords
  o Consultant lists

☐ Provide the locum with their login to your EMR prior to first shift
☐ Discuss patient-specific information (e.g., any patients of concern)
☐ Review the process(es) in place for after-hours/on-call coverage; this is outside of the contracted locums' scope
☐ Discuss level of support/care and clinic policies and documentation
☐ Discuss with Locum how/if they want to schedule any 3rd party billings and how they will be compensated (3rd party billings are out of scope of the locums contract under ULP)
☐ Orient to clinic: office space, facilities, medical equipment, supplies, communication equipment and administrative supports
☐ Discuss emergency plan
☐ Confirm encounter codes (975XX service codes) are set up in EMR
☐ Print list of encounter codes for locum for use in-clinic (Appendix A here)
☐ Confirm locum's MSP number and host payee number AOP is active and set up to use in EMR (HIBC 604-456-6950)
☐ Where possible, provide screenshots of EMR indicating which fields and features your clinic uses/doesn't use to aid locum understanding of EMR