# Locum Request Form

**Approval is not required for any out of hour’s** shifts that are the result of sickness, vacancies or approved emergency leave. **Consultant requests are on the RAP form and follow a different process.**

**Please complete both sections and email to Medical Staffing. Details of locum cover required**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name**  (doctor being covered) | |  | | **Grade**  (delete) | SpD / Reg (StR 3+ Level) / (StR 1/2 or F2 Level) / F1 | |
| **Specialty** | |  | | | | |
| **Reason for cover**  (delete) | | **Sickness / Maternity Leave / Paternity Leave / Emergency Leave / Vacancy / Other (please specify)………………………………….** | | | | |
| **DATES & DUTY TIMES** (if booking as per rota, please specify and provide rota) | | | | | | |
| Dates | Start time | | Finish time | Dates | Start time | Finish time |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |

**Options considered to cover the post**

Please indicate the action taken against each of the following to confirm which actions have been considered. Please state why these options are not viable if they are not possible**.**

|  |  |  |
| --- | --- | --- |
| **Options considered** | **Yes/no** | **Reasons** |
| Re-arrange rota |  |  |
| Alternative internal e.g., re  arrange staff from other departments |  |  |
| Using other grades of doctors  to cover the gaps |  |  |
| Use of other professions (nursing/ AHP) to cover gaps and mitigate risk(s) |  |  |
| Temporary increase of part  time colleagues’ hours to cover the gap |  |  |

|  |  |
| --- | --- |
| **Who will review**  **CVs** |  |
| **Reporting instructions** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorised by – budget holders only**  (include name and role) |  | **Authorisation signature** (e-sig / typed name accepted when emailed) |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | | |  | | | |  | |  |
|  | Estimated costs | | | | | | |  | |
| Grade | Hourly Rate | | | Weekly Rate (40Hrs) | | |
| Bank | | Agency (Ex  VAT) | Bank | Agency (Ex VAT) | |
| F1 | 14.13 | | 21 | £565 | £840 | |
| F2 | 16.35 | | 26 | £654 | £1,040 | |
| CT1/2 | 19.35 | | 30 | £774 | £1,200 | |
| ST3/4/5 | 25.52 | | 37 | £981 | £1,480 | |
| SpDr | 30.88 | | 55 | £1235 | £2,200 | |
| Consultant | Ad Hoc | | 80.6 | Ad Hoc | £3,224 | |