

Tips for Hiring Locums

- Consider sharing a locum between 2 small practices to spread out cost
- Holiday share with a colleague to cover each other's practices
- When attracting a locum, consider ways to retain them (for your next vacation). Locums will be attracted to practices that are well organized and those that pay on time.
- Consider offering a higher rate at peak times, e.g., summer, Spring break
- State the minimum guaranteed rate, e.g., daily or throughout period (many locums will pass by an ad that doesn't contain this). Most locums prefer a daily rate. Give your best offer up front.
- Make contract terms clear and settle the contract early
- Consider provision of 3rd party insurance coverage
- Be clear whether the contract is between the GP and the locum or between the clinic and the locum (who is responsible for paying)
- Include hiring a locum as a cost of doing business and not expect the locum to cover overhead costs
- If Obstetrics is available, add as "optional" as OBS is very popular with locums
- Include testimonials from other locums in your ad
- Describe the area around your practice, e.g., amenities and include photos
- If you have extras during the locum period, e.g., home to stay in, car to use, include this in your ad
- The locum contract template available at locum.ca: *General Locum Resident Physician Agreement*, has a penalty clause that covers cancellation of the contract (page 3 under the heading "Special Considerations"). There are also cancellation terms on page 5 of Schedule A – Locum Contract. If these clauses do not meet your needs, you have the option of having a lawyer redraft the contract.