

Tips for Advertising Locums for Private Clinics

What prospective locum physicians want to know:

- Practice location
- Duration of the locum coverage (start and end dates)
- Reason for the locum
- Practice description (e.g., solo or group, types of providers, medical office support)
- Compensation and method of remuneration
- Overhead contribution expectation; percentage and cap
- Billing method (e.g., fee-for-service, blended capitation, APP, etc.)
- Does the clinic do the physician's billing; will they follow up on TADs?
- Payments for on-call work (if applicable)
- If the hiring physician has a locum contract (e.g. purpose and term of the agreement, obligations of the hiring physician, duties of the locum physician and remuneration details)
- If the clinic is using EMR and the name of the EMR product
- Clinic/office hours
- Expected hours of work and a time needed for tasks
- Practice expectations for the locum physician
- Procedures that are expected/supplies required
- Whether on-call duties are required
- If hospital privileges are required
- If coverage is required for inpatients, personal care homes, long-term care, emergency departments or other areas
- If the practice is affiliated with a team
- Brief description of patient demographics
- Typical patient volume per day
- How far out the clinic is booking patients (when is the next available appointment?)
- Whether or not clinic offers same day/urgent care appointments
- How the clinic handles no-shows
- Contacts/processes for referrals
- Preferred methods for accessing diagnostic and treatment resources
- How follow-up care will be arranged/communicated
- If there is a list of important pending results and handover patients
- If there are complex patients with active concerns the locum should be aware of
- Office policies and procedures the locum should be aware of
- PPE availability
- If IT systems will be ready for the incoming Physician (e.g., passwords, if training is required)
- How to apply for the locum (contact person who can respond to the locum in a timely manner)

Ways to enhance the Locum offer:

- Assist with travel and accommodation arrangements/costs if significant travel is required
- Assist with coverage for expenses when significant travel is required
- Offer flexibility to allow the locum to pursue other interests (e.g. local tourism)
- Determine if there are other opportunities for the locum in your community after your return

Market Your Community:

- Include a picture of the community and your clinic
- List any local tourist attractions
- Reference amenities located in the community

Where to advertise a locum opportunity:

- Physicians working within Newfoundland and Labrador Health Services should advise the provincial health authority about the locum requirement. Health authority recruiters may be able to assist you in securing a locum, posting the position on the provincial workinhealthnl.ca website and with disseminating job ads.
- For family medicine, email the Family Practice Network (FPN) in your region which may be able to send your request to its locum members. A list of FPNs by region is available on the Family Practice Renewal Program [website](#).
- Physicians may post locum ads with the NLMA, which will be posted to the [Job Opportunities page](#)* on the NLMA website and disseminated to all NLMA members via the regular NLMA Update e-newsletter.
** In addition to posting locums, the [Job Opportunities page](#) can also be used to post full and part-time jobs, announcements when physicians are accepting referrals or taking new patients, ads for the sale of clinic space or medical equipment and retirement/practice closure advisories.*
- There are multiple free and paid national platforms where physicians can post locum ads online and in print, some of which are posted on the NLMA website [here](#).
- Use “word of mouth” by asking physicians in your practice, department, community, section, network or social media groups if they know of anyone who may be interested in providing locum services.

What to request from a prospective Locum:

- CMPA confirmation
- Credentials that may be required (e.g. hospital privileges, up-to-date certifications, etc.)
- List of references
- The expectations of the locum physician
- Whether there are any practice limitations the locum physician may have
- If the locum physician has any special needs
- Whether the locum physician is exploring options for permanent practice in your community
- Proof of licensure in good standing can be found on the CPSNL website [here](#).