

First locum guidelines

Information before you start

We will give as much notice as possible when offering and confirming your assignments. We will also provide you with a full briefing which will include:

- the date and times of the shift(s)
- the duration of the assignment and confirmation of pay rates
- details of establishment location, address and contact details
- details of the tasks you will be expected to fulfil
- any other information, e.g. details of Care Plan; Health & Safety information

If any of this information is missing, please ask us for it.

When you first arrive

Turn up in good time. Report to the hospital as per the Reporting Instructions we have issued to you. If you arrive out of hours report to the reception/switchboard; they should have a bleep for you and be able to point you in the right direction.

If for any reason you believe you may be late for an assignment – you must advise us immediately.

Take your GMC certificate and photographic proof of ID, eg, passport plus your Holt Doctors ID badge. You will be required to wear your ID badge at all times when working.

Medical Staffing will have information about your accommodation (if provided) unless you have been issued with other instructions. If you arrive out of hours, the reception/switchboard will have information as to where you need to go. Your accommodation will, unless you have been advised otherwise, be for a single person only.

Dress code

Clothing

Dress smartly. Jeans and casual clothing is not acceptable. You will be provided with a white coat or other suitable protective clothing; Medical Staffing will advise on where to obtain this. A freshly laundered white coat should be worn each day. Medical Staffing should provide advice on the hospital laundry or where to launder the coat yourself. Short sleeves are advisable to eliminate clothing contact with patients.

Hair

Hair should be tied back from the face in a style which does not allow hair to fall forward and which does not require frequent readjustment.

Nails

Nails should be clean, short and varnish free. False nails are not permitted.

Jewellery and watches

No jewellery is the preferred option, however a plain (ie no stones) metal ring and one pair of stud earrings is acceptable. Wristwatches, bracelets and fabric wristbands should not be worn by clinical staff due to the requirement for frequent hand washing.

Shoes and footwear

Footwear should be enclosed or have an enclosed toe and heel strap. Shoes should have low, wide heels and a soft non-slip sole. Fabric shoes should not be worn.

Travelling to and from assignments

White coats or any other uniform should not be worn outside of the hospital and in many cases outside of the department you are working in. You should check the department's policy.

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What you need to know when you get there

Make sure you are clear about any handover of information, which departments you are covering and senior cover arrangements.

Bring a notebook to write down the important basic information such as how to bleep, codes for doors, ward telephone numbers and senior contacts. Keep this information safe and do not share it with anyone outside of the hospital.

Bleep systems differ from hospital to hospital – ask if you are unsure.

At the start of each assignment in an establishment, ward or department with which you are unfamiliar you must request and receive a comprehensive orientation including the following:

- Health and safety points to observe in the building or during work
- Procedures in the event of an emergency such as a fire
- Essential telephone/Bleep numbers
- Resuscitation protocols and responsibilities (the Crash Call procedure)
- Security and confidentiality policies relating to the establishment
- Moving & Handling policies relating to the establishment
- Restroom and Staff Facilities
- Pharmacy and local protocol including prescription
- Incident reporting
- The reporting structure and how to access advice
- How to access Trust policies and procedures, clinical and non-clinical

Infection control

Hand washing is considered the single most important weapon in infection control and failure to carry out this procedure properly provides an important route of transmission of infection. Wash your hands:

- At the start and finish of each assignment/shift
- Before and after every patient contact
- Before and after an aseptic technique is performed
- When food is prepared and served
- When commodes/bedpans are emptied
- Whenever you carry out a procedure, which might place the Client at risk of infection

See the full infection control guidelines at <http://www.nice.org.uk/Guidance/CG2/Guidance/pdf/English>

If in doubt about anything – ask