



## **Locum Link Registration Guidance Notes**

### **A signed and Completed Application Form**

This is included in your Registration Pack

### **Copy of your Current CV**

Your CV must be current and include the following information -

1. Full name as appears on your Birth Certificate
2. Date of Birth
3. Nationality and if applicable, details of entitlement to work in Northern Ireland
4. Full details of qualifications
5. General Medical Council registration number, type of registration and eligibility to practice
6. Details of Professional Indemnity Insurance
7. Full details of employment history and experience to date, including any breaks in employment

A CV template is also available to download from our website -  
[http://www.locumlink.com/uploaded\\_files/File/CV\\_Template\\_R1.pdf](http://www.locumlink.com/uploaded_files/File/CV_Template_R1.pdf)

### **Evidence of Medical Degree, Higher Qualification Certificates & ATLS/PALS/ALS certificates:**

1. All doctors should have completed the ACLS course
2. Doctors working in Emergency Medicine at Reg level & above should have ATLS
3. All postgraduate qualifications
4. Completion of specialist training
5. Copy of Ionising Radiation Certificate
6. Copy of Right Patient Right Blood Competency Certificate



**Minimum of 3 References or names of Referees**

1. Copies of a minimum of 3 referees including at least one from your current employment
2. Copies of any recent locum assessment reports
3. Records of In-Training Assessments made in the past five years

**Copy of General Medical Council Registration Certificate**

Please do contact us if you require assistance in applying for registration

**Occupational Health Clearance:**

It is the responsibility Locum Link to make you aware of occupational health policies pertaining to the UK Healthcare settings. To ensure compliance with current policy in relation to blood borne diseases which states that, on commencement of employment, all employees must be made aware of the risk factors for acquiring blood-borne diseases, and the legal and ethical duties to disclose any blood – borne infection or risk of infection to appropriate authorities.

In order to obtain occupational health clearance to work in the UK you will need to submit the following documents -

1. Completed and signed Occupational Health Pre-Employment Questionnaire
2. Pathology reports:

Your General Medical Examination must be undertaken with a qualified practitioner. The following vaccinations/immunisations must be carried out:-



BCG Records

Recent Heaf/Mantoux Test

IVS HBSag (EPP only)

IVS Hepatitis b Core IGM Antibodies (EPP only)

Hep b surface Antibodies (Anti-HBs risk based)

IVS Hepatitis C

Measles IgG and IgM (risk based)

Mumps IgG and IgM (risk based)

Rubella IgG and IgM (risk based)

Varicella IgG and IgM (risk based)

If you do not have all the reports listed in please submit what you have and our Occupational Health Clearance Officer will contact you to advise you further.

**Copy of passport or visa with supporting documentation**

Please note, if you are sending a visa stamp you must also submit a copy of the accompanying letter from the Home Office.

Please note if you are not an EC citizen, and you wish to work in the UK, you may be eligible for a Tier one Visa and to assess your eligibility you should consult the following web address: [www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk) which is the government site containing the relevant information and application form for visas. You do not need to have a job offer to apply for this visa. Alternatively, Direct Medics will be able to arrange a Tier 2 Visa (Work Permit) upon securing a substantive or permanent position for you.



**Police Clearance Certificate from any jurisdiction in which you have lived or worked:**

ALL doctors must show evidence of a criminal records / police clearance check having been undertaken within the last 12 months prior to placement in a hospital in the Northern Ireland.

You must also submit details of any spent or unspent convictions.

You must be fully police screened in any jurisdiction in which you have lived or worked. This screening refers to any convictions spent or unspent and any proceedings pending. Such clearances are in accordance with the country's justice system.

Northern Ireland - Access NI Clearance - which is **required** for work here

Mainland UK - CRB Clearance

Rep of Ireland - Garda Clearance

Australia - Australian Police Check Clearance

New Zealand - New Zealand Police Check Clearance

For doctors residing outside UK, Ireland, Australia or New Zealand a police check from that country should be obtained.

**Mandatory Training Certificate**

ALL doctors must show evidence of having completed Mandatory Training within the last 12 months.

As a Healthcare organisation we are required to provide inductions and training for their workers via PaSA's various agency projects and Care Standards Act. Direct Medics in conjunction with Osmosis Training Ltd, a PASA approved e-training organisation, provides to all doctors the PaSA required training and induction programmes. It is our policy, in compliance with PaSA, to obtain the following annual certificates:

Lone Worker Training

Health & Safety

Caldicott Protocols

COSHH

RIDDOR

Infection Control

Handling Violence and Aggression

Fire Safety

Child Protection Training

Revision 1



**Copy of Professional Indemnity Insurance Certificate**

For the United Kingdom:

Is a requirement that you have the necessary professional indemnity cover. It is not essential if you are working in an NHS Hospital although we recommend that you obtain personal cover. This can be obtained by contacting one of the following:

MDU- Medical Defence Union

☎ 0800716376 <http://www.the-mdu.com>

MPS- Medical Protection Society –

☎ 08457187181 <http://mps-group.org>

**2 passport size photographs**

Please post 2 passport size photographs, signed and dated on the reverse side. One photo will be kept on your file and the other will be used for your L ID badge, which will be issued to you prior to commencing employment.