



## Tips for Finding, Hiring and Welcoming Locums

### Seeking Coverage

- Holiday share with a colleague to cover each other's practices
- Consider sharing a locum between 2 small practices to spread out cost
- Post your locum opportunity at:
  - [www.locums.ca](http://www.locums.ca)
  - [sgp.bc.ca/locums/](http://sgp.bc.ca/locums/)
  - [www.healthmatchbc.org](http://www.healthmatchbc.org)
  - [www.wolfmedical.com/Wolf\\_Locum\\_Corner.html](http://www.wolfmedical.com/Wolf_Locum_Corner.html) (for Wolf EMR users)

### Writing an Attractive Posting

- State the minimum guaranteed rate, e.g., daily or throughout period (many locums will pass by an ad that does not contain this). Most locums prefer a daily rate. Give your best offer up front and be competitive (e.g., 70/30 split).
- Consider offering a higher rate at peak times (e.g., summer, spring break)
- Try to take vacation outside of peak periods
- Offer flexible dates (e.g., 1-3 weeks in February)
- Ask colleagues to cover some of your duties (e.g. on call) so they are optional for locums
- Many locums like to do obstetrics so state whether this is an option
- Describe the area around your practice and include eye-catching photos
- Note any extras (e.g., home to stay in, car to use)
- Provide testimonials from colleagues and previous locums
- For more tips for increasing your ad's success rate, visit: <https://www.locums.ca/pages/1/FAQ>

### Negotiating the Contract

- For locum contract templates, visit:
  - [www.practiceinbc.ca/recruit-gps/support-keep-gps/support-all-gps/practice-coverage-strategies](http://www.practiceinbc.ca/recruit-gps/support-keep-gps/support-all-gps/practice-coverage-strategies)
  - [www.locums.ca/pages/2/Tools%20&%20Tips](http://www.locums.ca/pages/2/Tools%20&%20Tips)
- 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?)
- Do not expect the locum to cover overhead costs
- If locums discover new billing opportunities for you, consider providing them with an incentive.



### Preparing for the Locum Period

- Provide a thorough orientation
- Make sure the locum has access to Pathways via your login or your office's login (for information about Pathways, visit [divisionsbc.ca/northshore/pathways](https://divisionsbc.ca/northshore/pathways))
- Coach your MOA(s) about welcoming locums and orienting them to practice operations, supplies, etc.
- Market/advocate locums to your patients, e.g., "I'll be away on vacation but I've got a great locum coming in to cover my practice." MOAs can offer the same message when patients call in to book appointments.
- Leave your practice well organized

### Making Your Practice Locum-friendly

- Add a special touch (e.g. a fruit basket, tickets to a local tourist attraction)
- Pay your locum promptly
- If covering for you is enjoyable, the locum is more likely to come back and/or recommend your practice to other locums