

# Locum Connect

## Host Orientation

### Welcome

Welcome to Locum Connect! We're excited to have you join a service making it easier to find and offer longitudinal family physician coverage across Greater Victoria and Salt Spring Island. If there's anything we can do to make this process easier, please don't hesitate to reach out.

### Locum Connect Contact Information

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### Goals of Service

- Provide administrative coordination and support for both locums and host physicians, while supporting the well-being of family physicians and continuity of care across Greater Victoria and Salt Spring Island.
- Develop a central hub, connecting locums and host physicians with coverage opportunities across Greater Victoria and Salt Spring Island.
- Provide a pathway for new graduates to experience different clinics and for retiring physicians to continue working on a flexible schedule.
- Attract and support physicians from outside the community who are interested in providing locum coverage.

### Locum Physician General Acknowledgements

By enrolling in Locum Connect, you acknowledged that:

- Participation is voluntary
- Matches are request-based and not guaranteed
- Shift availability and timing may vary
- You are responsible for maintaining appropriate licensure, insurance, and professional standards

- Locum Connect helps facilitate connections but does not provide clinical services, deliver care, or any remuneration support.
- You understand that Locum Connect may update guidelines from time to time to reflect service scope or funding changes

### Host Physician Guidelines

Host physicians participating in Locum Connect are expected to:

- Schedule locums to provide longitudinal care to your panel of patients.
- Collaborate with the locum to coordinate a daily schedule flow that works within the patient volume indicated by the locum.
- Pay the locum directly according to agreed-upon terms and within the agreed timeframe.
- Support the locum to reconcile any rejected billings in the EMR.
- Assume responsibility for the follow-up of all patient care, patient records, test reports, consults, and referrals generated following the completion of the locum coverage.
- Secure separate after-hours and on-call coverage for their attached patients for the period of the locum coverage, unless otherwise agreed with your locum.
- Provide an orientation to the clinic, panel and EMR, if required.
- Notify the locum and Locum Connect with 30 days notice, or as soon as possible in the event of an emergency if you need to cancel your locums coverage.

### Requesting Coverage

Once registered for the service, host physicians will submit their coverage requests using the [Locum Connect Request](#) form (please read the submission guidelines and tips at the start of the form before submitting). Coverage requests will remain open/available to all locums until claimed.

### Matching with a Locum Physician

Locums view available host clinic requests through an online scheduler called Connecteam and submit their interest and availability to Locum Connect staff. Staff then contact the clinic's coverage request contact with the locum's interest, availability, and approximate patient volume to confirm whether the coverage is a good fit.

Once a match is confirmed, you will be notified and introduced to the locum via email. The host physician and/or clinic administrator will then connect directly with the locum to confirm payment details, schedule, and clinic information, and to complete the assignment of payment form. The clinic orientation checklist ([link](#)) is a guideline of items to potentially discuss.

### ULP Locum Daily Schedule

It's important to recognize that locums have varying levels of experience, patients may be of differing complexity, and it may be a locum's first day at your clinic and/or first time using your EMR. Inbox and task management may therefore take longer than for a host physician, as locums may not have the same patient history or familiarity with clinic workflows. Please ensure the daily schedule is discussed in detail and that the locum's preferred number of patients per day is incorporated into the schedule.

Please also be mindful that many locum physicians are new to practice. Our goal is to support their learning and professional growth while encouraging them to build long-term careers in our communities.

### Payments

Payment for locums services must be paid directly to the locum from the clinic/host physician in accordance with the agreed-upon terms and within the agreed timeframe.

Please share any feedback you may have on our [feedback form](#).

Have any further questions? Just ask us, we're here to help!