

Locum Connect

Locum 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

Locum Guidelines

Locum physicians participating in Locum Connect are expected to:

- Accept coverage requests submitted by host physicians for the current period through Locum Connect.
- Communicate your schedule preferences and patient volume to the host physician/clinic.
- Reconcile any billing issues in the EMR with support from the host physician/clinic.
- Follow clinic protocols and processes.
- Notify the clinic and the services with 30-days' notice or in an emergency case as soon as possible if you are unable to fulfill a scheduled coverage request.
- Follow the payment arrangement and coverage schedule agreed upon with the host physician/clinic.

Scheduling

We're excited to be using a scheduling application called Connecteam. The software allows you to review available locum requests and confirm work from an iOS, Android, or web application.

Connecteam login

You will receive a text message from Connecteam to join the system. Please click login and create an account under your cell number. Once created, you can also login via your computer at <https://connecteam.com> and click login.

Claiming shifts

Click [here](#) to view Connecteam's instructions/video for web and mobile phone app on how to claim shifts.

- Shifts will require admin approval, you will see a "pending admin approval" pop up.
- If you open the shifts by double clicking on it, you will see notes at the bottom that list all dates the host physician originally requested and any other information pertinent to their request.
- Please claim each date you can cover in the calendar request or claim one date and include your availability, and the number of patients you anticipate you will see. This will allow us to communicate in advance with the host physician in hopes of setting expectations prior to confirming coverage.
- If looking to work longer at the same clinic please check corresponding weeks to the specific host physicians request as there might be other physicians that are offering back-to-back requests. In Connecteam clinics are assigned a specific colour to make it easier to recognize shifts posted for the same clinic.
- Once the host physician has approved the practice coverage you will receive notification that the shifts are in your schedule via the app and email notification.

Cancelling a claimed shift

We ask that you provide 30 days' notice when cancelling a claimed shift. Please contact Locum Connect directly so we can notify the host physician promptly and attempt to reschedule another locum. For last-minute or emergency cancellations, please contact the clinic MOA first, and when you are able, follow up with Locum Connect.

Matching with a Host Physician

Once your shifts have been approved in Connecteam, the Locum Connect team will send a coverage confirmation email to the host physician, clinic administrator and yourself, confirming the dates of the coverage and contact information. The clinic orientation checklist ([link](#)) is a guideline of items to discuss with the clinic, however we encourage you to ask as many questions as you need to feel prepared.

Locum Daily Schedule

Once your shifts are confirmed and you have been introduced to the host physician and clinic administrator, please collaborate with them to create a daily schedule. Be sure to discuss your preferred patients per hour, as well as how you wish direct and indirect care time to be scheduled.

Division Membership

Divisions of Family Practice are not-for-profit societies and collaborative partners funded by Doctors of BC and the Ministry of Health through the Family Practice Services Committee. We encourage all locums to join a Division(s)! Membership is free and some of the many benefits include:

- Free registration to UptoDate
- Doxy.me subscription
- Access to Pathways for specialist wait times, referral processes, and clinical tools, and to Pathways Community Services and Medical Care Directories for patient care resources
- Free continuing medical education with MainPro+ accreditation
- Access to Division-specific communications and member-only information
- Health and wellness support

You may join as many Divisions in BC as you wish, and only need to select one as your primary. To stay connected in Greater Victoria, we recommend joining both Victoria and South Island Divisions. To join, please click [here](#).

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

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