



Locum Guide

How to Find a Locum



Reach out to the **Division**



Physician-to-physician **word of mouth** & social media



Post on physician **Facebook** groups



Share the opportunity on:

- Locums.ca
- BCFamilyDoctors
- Island Health site

What Locums Need to Know About Your Practice

- Dates you need covered
- Your clinic schedule
- Extras you hope they will cover (ie: LTC, hospital, maternity)
- EMR used (and if support is available)
- Payment structure and split
- Billing method (ie: APP vs. FFS/LFP)
- Billing services

The Division has developed a practice information template. Reach out & we'll send you a copy!

So, you found a locum. Now what?



Share the email to **apply for privileges:** CommunityEHR@islandhealth.ca



Set up **EMR access** & [Excelleris](#) forms



Draft a contract, if needed, including compensation model



Connect with the Division to offer locum support and resources



Decide how the clinic will **inform patients about the locum.**



Prepare orientation:

- How lab results and referrals are handled
- Role of MOAs and nurses
- Dedicated exam rooms
- Who is available for questions during the locum time

How the Division Supports Locums



Primary Contact
& Ongoing Support



Tailored Info
& Resources



Membership
& Benefits



Accommodation
& Housing Help



Community Knowledge
& Family Support



Kate Macdonald

Program Coordinator
Campbell River & District Division of Family Practice



250-201-7561 (call or text)



kmacdonald@crddivision.ca

Locum Guide

for Family Physicians and Clinics



> How do I find a locum?

- **Reach out to your local Division** of Family Practice for an up-to-date list of locums in the area.
- **Speak to your colleagues** – word of mouth works well.
- Utilize online physician platforms such as **Facebook** sites.
- **Post opportunity** on the following sites:
 - [Locums.ca](https://www.locums.ca)
 - [BC Family Doctors](https://www.bcfamilydoctors.ca)
 - [Island Health website](https://www.islandhealth.ca) (Under Job Type, select 'Locum Family Practice')
 - For Gold River and Cortes Island: [Locums for Rural BC](https://www.locumsforruralbc.ca).

> Are there rural incentives for locums in CR?

RRP Fee Premium – locums are eligible for a 6.09 percentage top up paid on MSP billings or service contracts.

The **RRP Fee Premium** is automatically paid as long as the Service Clarification Code of the community where the service is provided is on the MSP claim.

Locums in Gold River and on Cortes Island are eligible for more incentives such as travel and accommodation reimbursement. For more, see [Locums for Rural BC](https://www.locumsforruralbc.ca).

Campbell River has subsidized micro-units available for rent with a one-week minimum. Email to book a rental: EssentialServicesRental@campbellriver.ca

> What will a locum want to know about my practice?

Complete the attached template with:

- Dates you need covered
- Your clinic schedule
- Extras you hope they will cover (ie: LTC, hospital, maternity)
- EMR used (and if support is available)
- Payment structure and split
- Billing method (ie: APP vs. FFS/LFP)
- Billing services

> I've found a locum, now what?

- Send them the relevant Island Health email to **apply for privileges** (*see below*)
- Office manager / MOA to **set up EMR access** and [Excelleris](#) forms
- Billing Clerk to **set up assignment of pay form**
- **Draft a contract** if needed including compensation model
- **Connect with the Division** to offer Locum support and resources
- Decide how the clinic will **inform patients about the locum**.
- **Prepare orientation:**
 - How lab results and referrals are handled
 - Role of MOAs and nurses
 - Dedicated exam rooms
 - Who is available for questions during the locum time

> How does my locum access privileges?

- If your locum will be **working exclusively in-clinic** and require view-only access to PowerChart (Cerner) and the ability to order diagnostic tests for outpatients, they must contact Island Health at: CommunityEHR@islandhealth.ca.
- In your clinic setting, locums can also [access CareConnect](#) using their College of Physicians and Surgeons of BC credentials and either have a BC Services Card or identify themselves at a Service BC location to gain access to the BC Services Card app (the latter is necessary for [out-of-province locums](#)). CareConnect in the community allows the user to request their own network account to be used at the "worksites" they require access at.
- If your locum will be **working both in-clinic and in the hospital**, they must email Credentialing_Office@islandhealth.ca to set up privileges.

> What should I discuss with my locum prior to my departure?

- Any concerns regarding specific patients you have on your radar (especially things that may not be fully documented in the chart)
- Any out of office responsibilities (ie: LTC, home visits, etc.)
- Role of MOAs, nurses and allied health in room prep or procedures
- Scope of practice, and any barriers/gaps (ex. PWD forms)
- **Who / how the locum can contact with questions**



> How Does the Division of Family Practice Support Locums?

- Up-to-date list of **accommodation options** or property management information.
- **Connection to resources** such as [Doctors of BC](#), physician leads, partner organizations.
- Assist with **community integration** and offer supports to family members (kids' activities, employment services for partners, education information).
- Increase **locum engagement** in both the physician and greater community (invite to events, socials and training opportunities as relevant).
- Offer an **in-person welcome coffee** & croissant meeting to answer questions and provide a **Campbell River-themed gift**.
- Offer **Division membership** (with accompanying benefits).
- Follow-up with locum to **gather feedback about their experience** (to improve our delivery of locum supports) and **build an on-going relationship** (to increase probability of return visits or relocation).

> Who do I contact for support?



Kate Macdonald

Program Coordinator
Campbell River & District Division of Family Practice

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 kmacdonald@crddivision.ca

Locum Opportunity – Practice Information

Physician Name: _____ **Clinic:** _____

Dates of coverage: _____

Please provide specific dates OR a window of time (ie: 2-4 weeks in June/July)

Work schedule: *(ie: I do clinic M/W/F from x-y)* _____

Include any extras you are hoping to have covered (ie: LTC, inpatient, maternity)

Qualifications required: _____

Estimated Panel Size: _____

Clinic appointment structure: *(Day-of? Walk-ins? Etc.)* _____

Do you share an office? _____

Procedures/equipment in clinic: _____

(if any unusual procedures/equipment, could offer to defer if locum prefers)

EMR used: _____

EMR support person in clinic: _____

Number of physicians (and allied health professionals?) in clinic? _____

Payment structure and split:

- Most clinics do a fixed ratio for all locum-related billings (including hospital and LTC work if this is work they are covering for the doc who's away) at somewhere between 70:30 to 80:20 depending on what your clinics average overhead includes.
- Some clinics will offer exclusions (ie: no overhead taken on hospital billings)

Billing method: *Please circle:* APP FFS LFP

Billing services: *(ie: physician self-submission vs. billing clerk in office)*
