



To Whom It May Concern,

The NSW Department of Health has recently advised all Locum Agencies that there are new Standards and Conditions to be met for the supply of Locum Medical Officers in all NSW Public Hospitals.

To comply with these new Standards and Conditions, Locumitis shall require the below documents signed and returned with your Registration Package if you intend to complete any Locum placements in NSW Public Hospitals.

You are required to view the associated NSW Department of Health Policies on the Locumitis website. These are located on the Links page under the title [NSW Department of Health Policies](#).

Alternatively you can contact Locumitis on 1300 661 733 and we shall send you a CD version for your viewing.

Once you have reviewed the NSW Department of Health Policies, please sign and return the following documents:

- Code of Conduct
- Conflicts of Interest in the Public Health System
- Preventing & Managing Work Related Fatigue Guidelines
- Employment Declaration
- Criminal Record Statutory declaration
- Clinical Skills Self Assessment (Either Specialist or Non-specialist as applicable)
- Vaccination Record
- 100 points of identification – certified (Refer to attached list for values and appropriate witnesses)

Please also provide evidence of:

- Child Notification Training.
- Fire Training conducted in a NSW Area Health Service.

We require this evidence by 30th January 2009. If you have not undertaken this training, we shall be running workshops in conjunction with the NSW Department of Health in the future. Please register your interest by returning the enclosed "Expression of Interest" form.

For further Information please do not hesitate to contact Locumitis on ph: 1300 661 733.

Kind Regards,

Catherine Mitchell
Business Development Manager

Employment Declaration
 To be completed by the locum medical officer and retained by the locum agency

Locum Name _____ Date _____

Locum phone number _____

Agency _____

Details of other employers (attach a list if there is greater than two)

Employer 1:		
Details of work undertaken	Average weekly average hours	
	Employer Contact Name:	
	Telephone:	

Employer 2:		
Details of work undertaken	Average weekly average hours	
	Employer Contact Name:	
	Telephone:	

I declare that:

- I have disclosed all other employers, internal or external to the potential engagement, including any other agencies and Area Health Services;
- If I am currently working in a full time capacity within the NSW public health system, I have been given approval from my employer to engage in additional work through the locum agency.
- My other employment arrangements do not create any potential conflict of interest, occupational health and safety risks, or risk to quality patient service delivery during placement in a NSW Public Hospital.

I agree to inform my agency of any additional employers.

Locum signature _____ Date _____

Print Name _____

This form to be completed by the locum Medical Officer and retained by the locum agency

NSW Health Code of Conduct Sign Off Sheet
To be completed by the locum medical officer and retained by the locum agency



NSW Health Code of Conduct
PD2005-626

The importance of my compliance with the provisions of the Code of Conduct has been brought to my attention by my locum agency.

I have read the Code of Conduct and agree to abide by the provisions set out in the Code at all times during my placement with a NSW Public Hospital.

I understand that this "sign off" sheet will be placed on file and retained by my locum agency.

Name _____ (please print)

Branch _____

Signature _____ Date _____

Locum Agency Name _____ (please print)

Branch _____

Signature _____ Date _____

This form to be completed by the locum Medical Officer and retained by the locum agency

NSW Health Conflicts of Interest in the Public Health System Sign Off Sheet
To be completed by the locum medical officer and retained by the locum agency



NSW Health Conflicts of Interest in the Public Health System

PD2005-469

The importance of my compliance with the NSW Health Conflicts of Interest in the Public Health System has been brought to my attention by my locum agency.

I have read the Conflicts of Interest policy and agree to abide by the provisions set out in it at all times during my placement with a NSW Public Hospital.

I understand that this "sign off" sheet will be placed on file and retained by my locum agency.

Name _____ (please print)

Branch _____

Signature _____ Date _____

Locum Agency Name _____ (please print)

Branch _____

Signature _____ Date _____

This form to be completed by the locum Medical Officer and retained by the locum agency

**NSW Health – Preventing & Managing Work Related Fatigue Guidelines
Sign Off Sheet**

To be completed by the locum medical officer and retained by the locum agency



NSW Fatigue - Preventing & Managing Work Related Fatigue: Guidelines

GL2007_023

The importance of my compliance with the NSW Health Guidelines, Preventing & Managing Work Related Fatigue has been brought to my attention by my locum agency.

I have read the Guidelines and agree to abide by them at all times during my placement with a NSW Public Hospital.

I understand that this "sign off" sheet will be placed on file and retained by my locum agency.

Name _____ (please print)

Branch _____

Signature _____ Date _____

Locum Agency Name _____ (please print)

Branch _____

Signature _____ Date _____

This form to be completed by the locum Medical Officer and retained by the locum agency

AUSTRALIA

Criminal Record Statutory Declaration To be completed by the locum medical officer, where applicable

(1) Here insert name, address and occupation of person making the declaration.

I,..... do solemnly and sincerely declare that I do not have any criminal convictions/pending charges in my country of origin or any country which I have resided in and/or visited prior to entering Australia.

(2) Signature of person making the declaration.

I make this solemn declaration by virtue of the **Statutory Declarations Act 1959** as amended and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

(2)
.....

Declared at

On , before me,

(4) Signature of person before whom the declaration is made.

(3)
.....

(5) Here insert title of person before whom the declaration is made.

(4)
.....

NOTE 1.-A person who wilfully makes a false statement in a statutory declaration under the Statutory Declarations Act 1959 as amended is guilty of an offence against that Act, the punishment making a false statement is 4 years imprisonment.

NOTE 2.-A statutory declaration under the Statutory Declarations Act 1959 as amended may be made only before a Chief, Police, Resident or Special Magistrate; Stipendiary Magistrate or any Magistrate in respect of whose office an annual salary is payable; a Justice of the Peace; a person authorised under any law in force in Australia to take affidavits; a person appointed under the Statutory Declarations Act 1959 as amended or under a State Act to be a Commissioner for Declarations; a person appointed as a Commissioner for Declarations under the Statutory Declarations Act 1959, or under that Act as amended, and holding office immediately before the commencement of the Statutory Declarations Act 1959; a Notary Public; a person before whom a statutory declaration may be made under the law of the State in which a declaration is made; or a person appointed to hold, or act in, the office in a country or place outside Australia or the Australian Consul-General, Consul, Vice-Consul, Trade Commissioner, Consular Agent, Ambassador, High Commissioner, Minister, Head of Mission, Commissioner, Charge d'Affaires, or Counsellor, Secretary or Attaché at an Embassy, High Commissioner's office, Legation or other post.

This form to be completed by the locum Medical Officer and retained by the locum agency

100 Point Identification Check

To be completed by locum agency and sent to the Area Health Service

Instructions:

1. The 100 point identification check **must** be completed prior to lodgement of a NSW Criminal Record Check or Working with Children background check.
2. Employers are required to sight original identifying documents, certify a photocopy which is to be retained on the applicant's **personnel** file, and ensure that an appropriately delegated officer completes the record of identifying documents below.
3. One primary document **must** be submitted from section (A) which is 70 points and other documents from section (B) which make up the 30 points.
4. The point score of documents produced must total at least 100 points, and for applicants 18 years or over, **must** include at least one form of photo ID.
5. ***If the compulsory document from section A indicates that the person may not be an Australian citizen or permanent resident eg was born overseas or does not hold an Australian or New Zealand passport, evidence of Australian citizenship or appropriate visa/work permit that allows work in Australia must be sighted, photocopied and certified.***

ITEM	POINT SCORE
(A) Primary Documents – Only one must be submitted	
<ul style="list-style-type: none"> ▪ Birth Certificate ▪ Birth Card issued by the New South Wales Registry of Births, Deaths and Marriages ▪ Citizenship Certificate ▪ Current Passport ▪ Expired passport which has not been cancelled and was current within the preceding 2 years 	70
(B) Secondary Documents	
<p><i>The following documents must have a PHOTOGRAPH and NAME:</i></p> <ul style="list-style-type: none"> ▪ Driver Licence issued by an Australian State or Territory ▪ Licence or permit issued under a law of the Commonwealth, a State or Territory Government (e.g. a boat licence) ▪ Identification card issued to a public employee ▪ An identification card issued by the Commonwealth, a State or Territory as evidence of the applicant's entitlement to a financial benefit ▪ An identification card issued to a student at a tertiary education institution ▪ A Proof of Age Card or NSW Photo Card issued by the NSW Roads and Traffic Authority (Note: The RTA Proof of Age Card is valid until 13 December 2008) 	40
<p><i>The following documents must show NAME and ADDRESS:</i></p> <ul style="list-style-type: none"> ▪ A document held by a cash dealer giving security over the applicant's property ▪ A mortgage or other instrument of security held by a financial body ▪ Council rates notice ▪ Document from the applicant's current or former employer within the past 2 years ▪ Document from the Credit Reference Association of Australia ▪ Land Titles Office record 	35

ITEM	POINT SCORE
<p>The following documents must show NAME and SIGNATURE – points from the same source may only be counted once (i.e. a Mastercard and EFTPOS card issued by the same financial institution):</p> <ul style="list-style-type: none"> ▪ Marriage Certificate (for maiden name only) ▪ Credit Card (once sighted and photocopied, card no should be blacked out on copy before filing) ▪ Foreign Driver's Licence ▪ Medicare Card (signature not required) ▪ Membership card for a registered club ▪ NRMA Membership ▪ EFTPOS Card 	25
<p>The following documents must show NAME and ADDRESS:</p> <ul style="list-style-type: none"> ▪ The electoral roll compiled by the Australian Electoral Commission and available for public scrutiny ▪ A recent signed reference of recommendation from an acceptable referee (eg doctor, teacher, clergy, banker, police etc) ▪ Lease/rental agreement ▪ Rent receipt from a licensed real estate agent ▪ Records of a public utility – eg. telephone, water, gas or electricity bill) ▪ Records of a financial institution ▪ A record held under law other than a law relating to land titles 	25
<p>The following documents must show NAME and DATE OF BIRTH:</p> <ul style="list-style-type: none"> ▪ The records of a primary, secondary, or tertiary institution attended by the applicant within the past 10 years ▪ The records of a professional or trade association of which the applicant is a member 	25

Record of identifying documents:

Please record relevant details in the table below:

Description of document	Date of Issue	Place/ Office of issue/ issuing organisation	Expiry date	Ref. or doc. number	Points
Total points					

Name and position of officer sighting documents

Submit this completed form to the Area Health Service for the placement of locum Medical Officer

Clinical Skills Self Assessment – Non Specialist

To be completed by locum medical officer and returned to the locum agency and sent to the AHS

SKILLS	Theory only	Have seen and can perform	Have performed and can teach
GENERAL			
GENERAL RESIDENT General medical abilities as a resident/senior resident medical officer to <i>work under supervision</i> . This should include understanding of own limitations and when to ask for assistance, and including (not exhaustive) proficiency in peripheral venous cannulation, arterial blood gas sampling, urethral catheterisation, ECG interpretation, lumbar puncture, use of fluids & blood products, simple suturing			
IN-CHARGE Able to prioritise, know own limitations & ask for help where appropriate, can communicate severity appropriately over the phone, and can supervise others (particularly the type of skill to be in charge of a department, or hospital)			
BASIC PAEDIATRIC SKILLS Basic paediatric care – general abilities to assess children having completed a paediatric resident term, or seen children in a mixed emergency department. Includes peripheral venous cannulation in children.			
EMERGENCY MEDICINE Able to correlate history, examination and diagnostic tests in order to make provisional diagnosis & initiate management for <i>most presentations</i> to the emergency department. This includes (but not exclusive to) ability to manage multisystem trauma, management of simple fractures & dislocations, complex suturing, use of slit lamps and ENT instruments for removal of foreign bodies.			
ICU MEDICINE Mechanical ventilation can generally function at the level of a registrar in intensive care.			
INTERNAL MEDICINE ADULT: Able to correlate history, examination and diagnostic tests in order to make provisional diagnosis & initiate management for patients admitted or proposed to be admitted under an adult physician. Should have at least 6 months experience functioning as a medical registrar or equivalent			
PSYCH IATRY Minimum of 6 months experience as a psychiatry registrar, sufficient knowledge about mental health to be able to make independent clinical decisions and in particular current knowledge of the Mental Health Act & function in a multidisciplinary team			
SURGERY Minimum of 6 months experience as a surgical registrar in a relevant surgical subspecialty, with sufficient knowledge to make independent decisions, & recent experience in Trauma call teams.			
AIRWAY & BREATHING			
MANUAL VENTILATION - ADULT Manual ventilation (e.g. bag & mask ventilation, Guedels airway, laryngeal mask airway – adult			
UNCOMPLICATED INTUBATION – ADULT Uncomplicated intubation of an unconscious adult patient			
DIFFICULT INTUBATION - ADULT Difficult intubation			
CPAP			
BiPAP			
INTERCOSTAL CATHETER INSERTION			
CIRCULATION			
CENTRAL LINE INSERTION			
ARTERIAL LINE INSERTION			
VASOACTIVE DRUGS: Use of vasoactive drugs			
CARDIOVERSION & DEFIBRILLATION: Emergency cardioversion & defibrillation			
EXTERNAL PACING			
PERICARDIOCENTESIS Pericardiocentesis			
PAEDIATRIC			
PAED MANUAL VENTILATION includes bag & mask in children			
ADV PAED LIFE SUPPORT experience in advanced paediatric resuscitation & life support			
PAED INTEROSSEOUS LINES experience in inserting interosseous lines into acutely unwell children			
PAED ABG experience in paediatric blood gas sampling			
NEONATAL			
NEONATAL MANUAL VENTILATION (e.g. Bag & mask, neopuff)			
NEONATAL RESUSCITATION experience in the acute resuscitation of neonates, including intubation & ventilation			
NEONATAL BLOOD GASES			
NEONATAL CANNULATION Can place peripheral venous cannulas in neonates			
NEONATAL UMBILICAL LINES experience in placement of umbilical venous and			
NEONATAL ADVANCED SKILLS includes mechanical ventilation & insertion of intercostal catheters			

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Clinical Skills Assessment – Specialist or GP Proceduralist

To be completed by locum agency and sent to AHS

QUALIFICATIONS

This list with certified copies of the qualifications is to be provided to the AHS.

Post-Graduate Qualification	College/Institution	Verified ('X' for yes)
		<input type="checkbox"/> Original Documents Sighted
		<input type="checkbox"/> Original Documents Sighted
		<input type="checkbox"/> Original Documents Sighted
		<input type="checkbox"/> Original Documents Sighted
		<input type="checkbox"/> Original Documents Sighted
		<input type="checkbox"/> Original Documents Sighted

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STATUTORY DECLARATION WITNESS LIST

A statutory declaration under the Statutory Declarations Act 1959 may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3(d) of the Consular Fees Act 1955; and
 - (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3(c) of the Consular Fees Act 1955; and
 - (c) exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate

- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
 - (a) an officer; or
 - (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
 - (c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
 - Member of:
 - (a) the Parliament of the Commonwealth; or
 - (b) the Parliament of a State; or
 - (c) a Territory legislature; or
 - (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority; or
 - (c) a local government authority;
 with 5 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
 - Police officer
 - Registrar, or Deputy Registrar, of a court
 - Senior Executive Service employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution



EXPRESSION OF INTEREST FOR TRAINING

Name: _____

Phone No: _____

I would like to express my interest in the following training: (please tick)

 Child Protection Training Fire Training in NSW Area Health servicePlease return this form to Locumitis by 15th January 2009.Post:Locumitis
PO Box K499
Haymarket NSW 1240Fax: (02) 9211 7677