

APPENDIX C

MEDICAL PERSONNEL CV CHECKLIST – LOCUM AGENCY DOCTORS

PURPOSE: To ensure CV is suitable and basic information is correct before forwarding CV to lead clinician for review.

Availability:

Check the dates of availability match the dates locum cover is required

Personal Details:

Check the Doctors details (name, specialty) to ensure they match the information provided via email from agency

CRB:

Ensure doctor has a current Enhanced CRB with the locum agency

Registration:

GMC Type (Full / Provisional) is the registration suitable for locum duties.
GMC Number and a copy of GMC registration certificate
Date of expiry – check registration is current for the duration of the locum period
Check no restrictions for working within the particular specialty
Check GMC website to confirm registration

References:

Must have at least two current professional references
References must relate to work undertaken within last two years.
Please check the dates of employment that the reference relates to and not the date on which it was written to the agency or doctor.

Alert letter file

Check name against file

CV reviewed by:

Name:

Date: