

## APPENDIX D

### Clinical Review and Confirmation – Locum Doctor CV

**This review must be undertaken by the lead clinician**

**PURPOSE:** To determine a locum doctors suitability to undertake duties within your department/service.

You should read the CV, references and copies of immunisation records fully and should only sign this confirmation if you are entirely happy with the doctor's suitability for the locum duty required. **If any part of the following information is not in the CV the locum doctor will not be deemed suitable**

**Name:**

Surname & first (Christian) name

**CV:**

Full details of clinical experience to date  
Sufficient experience within the specialty concerned  
Explanation of any gaps in employment history

**Account should be taken of:**

**The grade of locum required**  
**The duty the locum is covering**  
**If locum will be supervised, and by whom**

**Registration:**

GMC Type (Full / Provisional)  
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 your particular specialty

**References:**

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.**

**Occupational Health:**

**Immunisation records:** Hep B Certificate (copy of lab report)

**A COPY OF THIS SIGNED CONFIRMATION MUST BE FORWARDED TO MEDICAL PERSONNEL BEFORE THE LOCUM BOOKING WILL BE CONFIRMED. AN EMAIL CONFIRMATION ATTACHED TO THIS CHECKLIST WILL BE SUITABLE**

**Locum Doctors Name:** .....

**Locum Agency Name:** .....

**Authorising Consultants Name:** .....

**Signed:** .....

**Date:** .....