

ASSESSMENT OF LOCUM APPOINTMENTS

The form must be completed for all locum appointments and within 4 days of the locum start date with a further assessment completed at the end of the locum booking.

Only one assessment is necessary if the locum booking is under 4 days

For training grade and SAS doctors the form should be completed by the supervising consultant

For consultant locums the form should be completed by the Lead Clinician

The completed form must be returned to Medical Personnel. Unsatisfactory assessments will be copied to the Medical Director.

Failure to complete this assessment form within the time scales stated will be reported to the service Clinical Director and the Medical Director

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Doctor's name : _____ GMC No. : _____

Grade (this post) : _____ Speciality : _____

Period of appointment : From : _____ To : _____

Agency name and agency contact: _____

Please tick appropriate boxes

	Above average	Average	Below average	Not acceptable
Clinical skills				
1. History taking				
2. Examination				
3. Investigations and diagnosis				
4. Judgement / patient management				
5. Practical skills				
Knowledge				
1. Basic science				
2. Clinical				
Attitudes				
1. Reliability				
2. Leadership and initiative				
3. Administration				
4. Time keeping				
Relationships				
1. Colleagues				
2. Patients				
3. Other staff				
4. Communication skills				
Personal qualities				
1. Appearance				
2. Integrity				
3. Manners				

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Does this doctor have any training needs ? Yes No

Needs identified by reporting doctor :

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Would you employ this doctor as a locum in this Trust again ? Yes No

Other comments by reporting doctor :

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.....

Name of Consultant Completing Form (CAPITALS) _____

Signed : _____

Date : _____

STATEMENT BY LOCUM DOCTOR

I have seen the above assessment report and agree / disagree with its contents.

If you disagree with its contents you should tell the medical director

Signed : Name in CAPITALS :

Date : Locum Agency Details:

Comments by locum doctor (if any) :

Copy: locum doctor

Locum agency

File (medical personnel)