**North West of England Foundation School**

**Locum work guidance for Foundation doctors**

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**Introduction**

Foundation programmes co-ordinate the learning environments for General Medical Council (GMC) approved training. Health Education England (HEE) is mandated by the GMC to quality manage the learning environment of doctors working in these approved programmes.

HEE recognises that service demands are, at times, unpredictable and as a consequence trainees may be asked to take on locum work outside of their usual training programme.

Because of workload and capacity problems, Trusts often ask trainees to provide “internal locum cover” within their own programme. This document refers to locum activity outside of the trainees’ normal programme.

These instances should only occur exceptionally and with the prior agreement of the Postgraduate Dean or deputy. HEE acknowledge this may not be possible in the occasional case where locum work may be requested at very short notice. Foundation Programme Directors (FPDs) should satisfy themselves that there will be no adverse effect on patient safety or trainee progress. The European Working Time Directive must be observed. Trainees training less than full time (LTFT) should explore increasing their normal work hours before taking on locum activity. Foundation year 1 (FY1) doctors are only allowed to practise medicine in an approved training post, so may not perform local activity in posts outside the Foundation programme. Considerations of safety and supervision apply equally to locum work and normal training activity.

**Page 1**

**Policy**

* FY1 doctors must not do locum work outside of their Foundation programme
* Foundation year 2 (FY2) doctors may do locum work outside of their Foundation programme at times of exceptional need
* When the exceptional need arises, the trainee must ask permission of the FPD, who will inform the Foundation School and Educational Supervisor
* The FPD will monitor any effect on performance
* Locum work should be at the same level as the substantive post
* Locum work must not be undertaken in periods of annual, sickness or study leave
* All such extra work must be declared on Form R
* Locum work may only be undertaken by trainees whose educational progress is satisfactory
* Hours worked must not contravene EWTD
* LTFT trainees should not undertake locum work
* Locum activity should not take place in periods of extended training
* FY2s must work in a GMC approved practice setting
* Suitable indemnity cover should be in place for all work

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**Page 2**