**North West School of Foundation Training and Physician Associates
Locum work - Guidance for Foundation doctors**

Paul Baker, Deputy Postgraduate Dean
Jacqui Phazey-Baines, Programme Manager

**Introduction**

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

NHSE recognises that service demands are, at times, unpredictable and consequently trainee’s 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 Postgraduate Dean. NHSE acknowledge this may not be possible in the rare cases 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 (EWTD) must be observed. Considerations of safety and supervision apply equally to locum work and normal training activity.

Foundation year 1 (FY1) doctors are only allowed to practise medicine in an approved training post, so may not perform activity in posts outside the Foundation programme.

Trainees training less than full time (LTFT) may do locums but need to discuss any impact on the reason for LTFT with their educational supervisor and/or Foundation Programme Director. Trainees must comply with all other NHSE NW policies, e.g. LTFT, where applicable.

**Policy Principles**

* 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
* Any additional work which requires a licence to practice as a doctor must be declared on Form R. This includes additional periods of duty (over and above contracted hours) in the usual place of work, cosmetic procedures and medical support at sports events.
* Locum work may only be undertaken by trainees whose educational progress is satisfactory
* Hours worked must not contravene EWTD
* Locum activity should not take place in periods of sickness or during extended training
* FY2s must work in a GMC approved practice setting
* Suitable indemnity cover should be in place for all work and it is the responsibility of the trainee undertaking the work to ensure that they are appropriately medically indemnified

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