

NI Federation Locum System

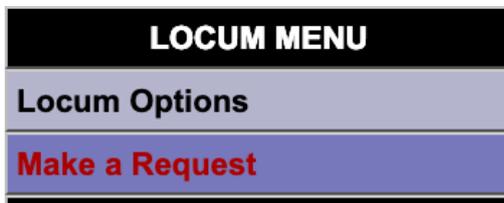
Overview

The locum system facilitates making a request for a locum to cover particular shifts and for employed doctors to view the requests and book into the shift. The locum system can be accessed at: <https://www.federationbookings.org.uk> The system allows for different user types which can each perform differing roles, these include:

- Practice Administrator – These are practice managers. Their function is to make requests and accept offers.
- Doctors – These are the locums working for the federation. They can see requests only from the practices they have been authorised to and make offers against any request they can see.

Making a Request

Practice Managers can make requests for a locum. By selecting:



The following screen is shown:

Locum Requests

Date Required	Location	Time	Hourly Rate	Details	System	Action
Monday 25/02/2019	454-The Surgery-Main Street-Loughbrickland (SOUTHERN)	09:00 - 18:00	0.00			Make Offer
Monday 25/02/2019	464-Dr O'Connor & Morgan- Portadown Health Centre (SOUTHERN)	09:00 - 18:00	0.00			Make Offer
Monday 25/02/2019	472-Scarva Street Surgery-Loughbrickland (SOUTHERN)	09:00 - 18:00	0.00	Will be working with a Partner GP		Make Offer
Monday 25/02/2019	493- Northland Surgery- Cunninghams Lane- Dungannon (SOUTHERN)	09:00 - 18:00	0.00	Request please Dr Neil Walker for full day locum cover at locum friendly practice. Many thanks!		Make Offer

The fields are self-explanatory. The date required is the date on which the locum is needed. Sessional rate is £200.

It is not necessary to select any capabilities but if you do select some, only doctors who have the required capability will see the request.

Use the notes box to entice the doctors to work in the practice. Finally, select the correct computer system for the practice; this helps the doctors know what to expect.

Clicking "Add request" adds the request to the system.

Please also note when the list of your requests is displayed on the screen, you have the option to click Edit or Delete buttons on the right hand side of each request. If you request a session, and in the meantime get it sorted out elsewhere, please try to remember to delete the request from the system.

[Accepting a Request – this can only be done by the doctors registered on the site](#)

Doctors see the requests in a list

And can click on "Make Offer" in order to offer their services to the practice:

Make an Offer

Details of Request

Date Required	Shift Times	Location	System	Hourly Rate	Details
Monday 25/02/2019	09:00 - 18:00	493- Northland Surgery- Cunninghams Lane- Dungannon (3926)		0.00	Request please Dr Neil Walker for full day locum cover at locum friendly practice. Many thanks!

Please make any requests or give further details about your offer to work this shift

Notes

Details:

Add Offer

Cancel

The doctor can add any specific instructions or limitations in Notes and can then click “Add Offer”.

At this point the offer is shown to the practice manager and can be viewed against any other offers. The practice manager is then in a position to accept or reject the offer. Practice managers should be aware that the doctor may have made a number of offers for the date in question and once an offer has been accepted, they are no longer available to other practices. Thus, whilst a practice could wait for a better offer, the offer on the table may be taken by another practice.