

GUIDANCE ON CLAIMING LOCUM HOURS for LOCALLY EMPLOYED DOCTORS (LEDs) and TRAINING DOCTORS

The process for LEDs to claim for work undertaken should be covered at Induction by the administrator in the department when you first join the Trust at the specialty induction or local induction. LEDs cannot exception report and the process to claim for extra hours (Locum work) and to be paid, that is not part of your work pattern, is set out below.

Before you offer to work extra, due to unwell patients and/or finishing ward jobs, there is an approval process. This can be a Service Manager, Consultant or the Registrar in charge that day, someone Senior who has authority to authorise that you can stay to do the required work. The following day you would advise the administrator of the details i.e., hours and who approved this. The administrator then sets this work episode up on TEMPRE (database for temporary working) and will log this locum work on-line for payment. This would then be processed on-line via TEMPRE to payroll. There will be occasions where this is not possible and nobody senior is around, and the Service Manager can do this retrospectively the following day and you should contact the Administrator or Service Manager to get the claim on TEMPRE.

The Head of Temporary Workforce Services confirms this system has been in place for years and all the administrators use TEMPRE and engage in the process. The administrators should include this Guidance as an Induction agenda item on your first day, so doctors are not disadvantaged financially.

It is important all doctors are reimbursed for extra work and the Trust acknowledges this is done for patient safety where it is needed but too acknowledging there is a process of approval, which we hope you will find helpful. The key person in the process is the divisional administrator to get the locum claim(s) processed through to payment. Some claims have to be agreed retrospectively the next day, if there is no senior presence to ask.

Just one point to remember 7th/8th monthly, if the claim form is not processed by Temporary Workforce Services (TWS) before this date, it is paid the following month. There may be 6-7 weeks before a claim is paid if it misses this important date.

There is a payroll generic email account esh-tr.payrollteamA@nhs.net to follow up if claims have been received for payment. Being proactive in the process will help in getting your locum claim through and there is only one payment date per month being the 24th.

It may be helpful when agreeing to ad hoc locum work to confirm the agreement by email to confirm the arrangement with the person requesting you to do a locum, in terms of whether this is a swap of duty/ad hoc locum, hourly rate, zero-day changes, and dates and times. It is easier to ratify, after the event, the agreement made.

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