

6/98

24 March, 1998

Chief Executive Officer
Each Health Board

Secretary/Manager
Each Voluntary Hospital
and other relevant Agency



DEPARTMENT
OF HEALTH AND
CHILDREN
AN ROINN
SIAINTE AGAIR

Shaping a
Healthier Future

Re: Locum and Part-time Consultants

Dear Chief Executive / Secretary/Manager

I am directed by the Minister for Health and Children to refer to paragraph 19 of this Department's circular letter dated 5th December, 1997 concerning the revised contract for hospital consultants.

In respect of section 5.8 of the Memorandum of Agreement on the provision of locums, the terms and conditions set out in the attached appendix shall apply. In order to minimise the problems surrounding the employment of locums, employing authorities should agree with consultants on the locum requirements for each year as early as possible. Your attention is drawn to the other requirements of paragraph 19 of the circular letter dated 5th December, 1997.

In circumstances where consultants are employed in a temporary post the remuneration and leave conditions of the new contract should be applied for the duration of the period of employment.

Yours sincerely

Brendan Phelan
Personnel Management and Development

APPENDIX

**TERMS AND CONDITIONS FOR EMPLOYMENT OF
LOCUMS IN COMHAIRLE APPROVED POSTS**

1. SALARY FOR LOCUMS EMPLOYED FOR LESS THAN 4 WEEKS.

Where a locum is employed under the terms of the revised contract, the rate of remuneration will be paid at the local daily rate, (i.e. calculated on a one fifth basis of the weekly rate) for the first four weeks of cover. Saturday and Sunday (where the duties performed are other than on-call) will be paid at the rate of one fifth of the weekly rate. However in any given week, the remuneration will not exceed five fifths of the weekly rate. The rate of remuneration should be calculated as follows:

The mean between the relevant **Category I** salary and the relevant **Category II** salary should be divided by 52.18 to give the relevant weekly rate.

Where a locum is employed on a sessional basis, the rate of remuneration should be calculated as follows:

The relevant **Category II** salary should be divided by (52.18×11) to give the appropriate sessional rate.

Locums with an on-call liability will be paid the agreed 'on-call allowance' based on one fifth of the weekly rate. Emergency call outs will be paid at the appropriate Contract rates.

2. SALARY FOR LOCUMS EMPLOYED FOR MORE THAN 4 WEEKS.

Where a locum is employed under the terms of the revised contract for more than 4 weeks, the rate of remuneration should be calculated as follows:

The mean between the relevant **Category I** salary and the relevant **Category II** salary should be divided by 52.18 to give the appropriate weekly rate.

Where a locum is employed on a sessional basis, the rate of remuneration should be calculated as follows:

The relevant **Category II** salary should be divided by (52.18×11) to give the appropriate sessional rate.

The 'on-call allowance' will be pro rata of the agreed on-call allowance. Emergency call outs will be paid at the appropriate Contract rates.

3. TRAVEL AND ACCOMMODATION

Expenditure on travel and accommodation should be strictly appraised and should have regard to the need for economy at all times.

Travelling expenses may be paid at approved rates, when incurred for journeys within the State, in respect of the journey to take up duty and the return journey at the end of a locum contract.

3.1 Accommodation

The employing authority will where appropriate, provide accommodation in or adjacent to the hospital when required. Where the employing authority is not in a position to provide such accommodation it will be open to the employing authority to:

- (i) arrange alternative appropriate accommodation
or
pay an allowance equivalent to the local bed and breakfast rates to a maximum of £25 per night.
- (ii) This latter provision only applies to locums employed for the first 4 weeks and where the locum is not in a position to travel from his normal place of residence to and from the hospital of employment each day, i.e. not residing within 20 miles of the hospital.

4. MEDICAL INDEMNITY

Medical Indemnity will be reimbursed at the rate of the approved category i.e. 90% for a Category I post and 80% for a Category II post.

5. REGISTRATION FEES

An employing authority may pay the Medical Council registration fee of a locum where circumstances warrant it.

The Department of Health and Children will carry out a general examination of the difficulties which medical indemnity and registration present for locums.