

Guidelines for Registration

Pharmacover Locums Ltd operate as a recruitment agency.

Definitions

“Pharmacover” means Pharmacover Locums Ltd

“Locum” means the individual that is introduced by Pharmacover to proffer services to the client.

“Client” will mean the firm, organisation or person with whom the locum accepts an assignment.

“Relevant Period” means the longer period of either 14 weeks from the first day on which the locum worked for the client or 8 weeks from the day after the locum was last supplied by Pharmacover to the client.

“Assignment” or “Placement” means the period during which the locum is supplied to proffer services to the client.

“First Day” is defined as the first occasion which the locum is supplied to work for the client or the first day of an assignment where there has been more than 42 days since the end of any previous assignment.

References in the singular include the plural.

Whilst at a placement the locum:

Will conduct his/her pharmacy practice in accordance with RPSGB code of ethics and standards and the laws of pharmacy.

Is self employed and responsible for the payment of his/her own tax and NI payments.

Is never an employee of Pharmacover and hence has no authority to act for and on behalf of Pharmacover.

Must be registered as a member of the GPhC and be a permanent resident of the UK or be eligible to work within the UK and being compliant with the regulations under the asylum and immigration act (1996) and other regulations in force. In the case of a foreign national he/she must have no entry on his/her passport indicating any restriction on being able to work in the UK.

Will display responsible pharmacist notice if he/she is the responsible pharmacist.

Will hold valid indemnity insurance cover (if applicable). The payment of premiums being the responsibility of the locum. It is the responsibility of the locum to ensure that he/she is covered by adequate indemnity insurance.

Is expected to act and dress in a professional manner at all times and arrive and leave the premises at the times agreed. Locum Pharmacists should arrive at least 5 minutes prior to the commencement of the booking and should contact the client at least the day before an

assignment to check the assignment details and any specific requirements. Contact must be made irrespective of being the responsible pharmacist or not. If any variations are noted to agreed breaks and or start/finish times the Locum must inform Pharmacover immediately to allow further investigation.

Must be confident that his/her abilities and skills are sufficient to meet the needs of the clients business, in particular the requirements of the pharmacy contract essential services. Where he/she is in doubt over his/her ability to carry out his/her professional duties he/she must inform the client or their representative and Pharmacover.

Must observe the rules and regulations set down by the client including standard operating procedures and all issues related to health and safety at the premises where the placement is to be undertaken and will not engage in any conduct or suffer or commit any act that will be detrimental to the client or to Pharmacover.

General Information

You are not bound to accept any assignment offered by Pharmacover but by accepting an assignment a binding contract agreement is made with the client which you are expected to honour. If you are unable to attend an assignment for any reason you are required to inform Pharmacover and the client in sufficient time to allow a replacement locum to be found. Where additional payment is incurred you will be liable for any losses incurred by Pharmacover.

In cases where the client has reason to seek compensation due to your non appearance for an agreed assignment the responsibility for meeting the compensation rests with you (the locum) and not Pharmacover.

If either before or during the course of an assignment you become aware of any reason why you may not be suitable for the said assignment, you must notify Pharmacover without delay.

The locum acknowledges that the nature of temporary work means that there may be periods when no suitable work is available and agrees that the suitability of the work offered shall be determined solely by Pharmacover. Pharmacover will have no liability toward the locum should it fail to offer appropriate opportunities to work.

If before the first assignment, during the course of an assignment or within the relevant period the client wishes to employ the locum direct, or through another employment business, the locum acknowledges that Pharmacover will be entitled to charge the client a fee or agree an extension of the hiring period with the client at the end of which the locum may be engaged directly by the client or through another employment business without further charge to the client. In addition, Pharmacover will be entitled to charge a fee to the client if the client introduced the locum to a third party who subsequently engages the locum within the relevant period.

The locum will inform Pharmacover of any occasions where self booking or direct booking between the locum and client occurs so that appropriate charges can be made.

Information passed onto you by Pharmacover regarding any client or assignment opportunity is confidential and remains the property of Pharmacover. You must not pass any information on to another locum or introduce another locum to the client except through the referral of Pharmacover.

As you are self employed, Pharmacover has no responsibility for payment or collection of any payments due to you from a client. Should you experience such difficulty with the client you must inform Pharmacover.

No payment of locum fees (and or expenses) resulting from agency errors will be considered by Pharmacover where the locum has not followed the “Guidelines for registration for locum pharmacists”.

You must inform Pharmacover of any GPhC or police investigation or any disciplinary action in progress which may have a bearing on your continuing membership of GPhC or which might affect your ability to obtain professional indemnity insurance.

You must maintain an up to date record of your CPD programme in line with any GPhC guidelines and supply details to Pharmacover upon request.

No variations or alterations to these terms shall be valid unless the details of such variations are agreed between Pharmacover and the locum and are set out in writing and a copy of the named terms is given to the locum stating the date on or after which such valid terms shall apply.

In accepting any assignment secured through Pharmacover, you are in the total agreement of these terms and guidelines and agree to abide by them.

Declaration

I confirm that I have read and understood the “Guidelines for registration – Locum Pharmacist” for Pharmacover and agree to them.

Signature

Print Name

Date