

Effective August 29, 2019 (Approved January 2019)

## 1 Locum Tenen Appointment

- 1.1 Alberta Health Services (AHS) may grant a Medical Staff Appointment in the Locum Tenens category for the temporary placement or placements of a Locum Tenens in an existing practice and/or Facility in order to facilitate the short term absence of another Practitioner, or to address a temporary shortfall in Practitioner workforce. This latter category may include graduating residents, with specialist certification, who are either pursuing Advanced Fellowship training with the clear intent of being recruited back to the Department in a faculty position, or graduating residents who are transitioning to clinical practice outside of an AHS facility (i.e. private practice, or out-of-province practice). In the former instance, the duration of the Locum appointment will be for the duration of the Advanced Fellowship training; in the latter instance, it will be for a maximum of one year. The scope of practice of the Locum Tenens shall be defined by the AHS Clinical Privileges granted.
- 1.2 Divisions that require a Locum on a long-term basis should work together with the Department of Medicine to prioritize recruitment of a new full-time faculty member.
- 1.3 The Department of Medicine strongly discourages, and may decline the hiring of locum physicians who are resident out-of-province/country during the time of their locum appointment in the Calgary zone. It is expected that locum physicians will be resident in the Calgary Zone for the duration of the locus tenens, and that the physician will not continue to practice medicine in their usual outside of the Calgary zone during their locum appointment. In addition, it is expected that the locum will fulfill additional non-clinical duties of the physician they are standing in for, including education and administration.

## 2 Terms and Conditions of Appointment

- 2.1 The request for locum positions must be discussed with the Department Head and the Department of Medicine recruitment team, as per any new medical staff appointment. Divisions are not at liberty to appoint their own locums, and further, individuals are not at liberty to appoint their replacement locums where those physicians and locums are working in an AHS facility.
- 2.2 Once the need for recruitment of a Locum position has been identified by the Division Chief and approved by the Department Head, the Department of Medicine recruitment team will initiate the requisite paperwork. All divisional procedural privileging **MUST** flow through the Department of Medicine recruitment office; access to Divisional central triage, etc., should be managed at the Division level.
- 2.3 Approved Department of Medicine locums in the Calgary zone will have a defined start/end date, usually spanning one year.
- 2.4 Extension requests for Locum Tenens need to be discussed between the Division Chief and the Department Head at quarterly meetings, and will only be approved in exceptional circumstances. Such requests must be made an absolute minimum of 60 days prior to the existing appointment end date.
- 2.5 The Department of Medicine has no mandate being involved in locum hires in private clinics where there is no interaction with AHS facilities and/or University of Calgary learners.
- 2.6 New appointments to a non-AHS community based/private practice clinics (after a locum period) should ideally be discussed at the Department level for purposes of strategic physician workforce planning.
- 2.7 Locum Medical Staff Appointments need to meet the Medical Staff bylaws and Department of Medicine requirements for appointment in the Department of Medicine
- 2.8 Where a Fee for Service (FFS) physician working in a private clinic participates in on-call duties, inpatient service and/or ambulatory clinics in AHS facilities, the request for locum coverage must come through the Department of Medicine.

- 2.9 AMHSP physicians on a leave of absence (LOA) can be replaced by locums who fill their AMHSP position; the exception to this rule is sabbatical LOA where only the clinical FTE can be replaced with a locum.
- 2.10 Locums utilizing AHS facilities, including ambulatory clinics, dictation, billing services, etc. must be members of UCMG for the duration of their locum appointment.
- 2.11 Locum appointments that are short-term (<2 months) and 1/ exclusively focused on in-patient services, or 2/ prior to embarking on Advanced Fellowship training at another academic institution, or 3/ concurrent with the physician undertaking additional PGME-accredited Advanced Fellowship training which has been approved by the Section and Department Head, are exempt from UCMG membership.