Contents

Overview 5

Aims & Objectives 5

Guidelines for Clients 5
- How it works 5
- Eligibility 6
- How to apply 6

Guidelines for Locums 9
- How it works 9
- Eligibility 9
- How to apply 9

Frequently Asked Questions (FAQ) 11
- General client FAQs 11
- Obstetrician and anaesthetist clients 11
- General locum FAQs 11
- Obstetrician and anaesthetist locums 12

GP Education Assistance 13
- Your locum commitment 13
- Value and payment of the incentive 13
- Eligibility 13
- Eligible Training 13
Overview

The Rural Locum Assistance Program (Rural LAP) combines the Rural Obstetric and Anaesthetic Locum Scheme (ROALS), the Nursing and Allied Health Rural Locum Scheme (NAHRLS) and the Rural Locum Education Assistance Program (Rural LEAP).

The aims of the amalgamated program include enhancing the ability of healthcare professionals in rural Australia to take leave and undertake continuing professional development (CPD) activities and improving the retention of these health professionals in rural locations. The program will also enhance the ability of metropolitan-based general practitioners (GPs) to upskill professional competencies in Emergency Medicine.

We were established by the Australian Government to support specialist and GP obstetricians and anaesthetists, nurses, midwives and allied health professionals in rural and remote Australia to take leave from their work for up to 14 working days (categories 2-7) for recreation or CPD leave and up to 28 working days for remote placements (categories 5-7) to support recreation and CPD leave (noting that priority will be given to placements with a CPD component or located in MMM categories 6 and 7).

Rural LAP also offers financial assistance to urban GPs who require training in order for them to become rural locums. Training focuses on emergency medicine and to be eligible you must be willing to undertake a general practice locum placement in rural and remote Australia.

We are not a recruitment agency. The program is an Australian Government funded service that is focussed on supporting health professionals by administering an uncomplicated start-to-finish locum placement service.

The service includes recruiting and placing credentialed locums, and paying their travel, accommodation, meals allowance and incentives during their placement. The hosting organisation is only responsible for covering the base locum wage, superannuation and GST for the period during which the locum is required.

Guidelines for Clients

We understand that it is often difficult for rural health professionals to take leave from their posts because there's no one to take on their case load. Rural LAP offers a simple, streamlined process for requesting locum support.

How it works

At least two weeks before your leave, request locum support by completing the application form, providing permission from your organisation to approve the locum placement. Once received, we will confirm the details with you and begin searching the locum register for suitable locums who match the desired skill-set.

Suitable candidates will be contacted by email and asked to express their interest within 48 hours. The CVs of all interested candidates will be sent to you to review for suitability and make a decision. We will then notify the successful candidate.

All travel, accommodation arrangements and the contract of engagement for the locum are arranged by our recruitment team. You don’t have to worry about the details. Once these have been finalised, you will be notified of the travel itinerary by our travel and logistics Coordinator. You are only responsible for paying the base salary of the locum, we pay for the locum’s travel, accommodations and incentives.

You will need to arrange a comprehensive handover with the locum before and after the placement to ensure proper orientation of the practice and continuity of care for patients. Once the placement is completed we ask that you complete and submit a feedback form.

Should there be an issue with travel, accommodation – or if the locum withdraws from the role – you will be notified and the issue will be resolved by the Recruitment Adviser to the best of their ability. All efforts will be made to ensure that a suitable locum will cover your period of leave.

Aims and Objectives

The aims and objectives of the program are to:

- enhance the ability of specialists (obstetrics and anaesthetics), proceduralist general practitioners (obstetrics and anaesthetics), nurses, midwives and allied health professionals in rural Australia to take leave and undertake continuing professional development (CPD) activities;
- improve the retention of specialists (obstetrics and anaesthetics), proceduralist general practitioners (obstetrics and anaesthetics), nurses, midwives and allied health professionals in rural Australia;
- attract eligible nurses, midwives and allied health professionals who may otherwise leave, travel or retire, to stay in the health workforce as locums;
- improve the attractiveness of rural and remote practice for specialists (obstetrics and anaesthetics), proceduralist general practitioners (obstetrics and anaesthetics), nurses, midwives and allied health professional;
- improve access for rural and remote communities to specialists (obstetrics and anaesthetics), proceduralist general practitioners (obstetrics and anaesthetics), nurses, midwives and allied health professionals; and
- enhance the ability of metropolitan-based general practitioners (GPs) to up skill professional competencies in Emergency Medicine through established CPD programs, so that they are better prepared to undertake rural locum work.

We were established under a contract awarded by the Department of Health to Aspen Medical Pty Ltd in April 2016.
Eligibility
To be eligible for locum support, you must meet the selection criteria aligned with our aims and objectives.

Selection criteria

Profession
To access locum support from us you must belong to one of the following professions:

- Aboriginal health worker (certificate IV)
- Anaesthetist (specialist or GP)
- Audiologist
- Chiropractor
- Dental & oral health professional
- Dietitian
- Exercise physiologist
- Medical radiation scientist
- Midwife
- Nurse (registered or enrolled)
- Obstetrician (specialist or GP)
- Occupational therapist
- Optometrist
- Orthoptist
- Osteopath
- Pharmacist
- Physiotherapist
- Podiatrist
- Psychologist
- Social worker
- Speech pathologist

A variety of settings are eligible for locum support placements including hospitals, health practices/clinics, Aboriginal medical services, aged-care facilities, non-government organisations, community health centres and others.

Location
In assessing the rurality of the locum placement, the Modified Monash Model (MMM) will be used. The MMM uses seven categories to classify geographic locations:

- Major cities of Australia (1)
- Inner and outer regional Australia that are in, or within 20km road distance, of a town with population >50,000 (2)
- Inner and outer regional Australia that are not in MMM 2 and are in, or within 15km road distance, of a town with population between 15,000 and 50,000 (3)
- Inner and outer regional Australia that are not in MMM 2 or MMM 3, and are in, or within 10km road distance, of a town with population between 5,000 and 15,000 (4)
- Inner and outer regional Australia in all other areas not yet classified (5)
- Remote Australia that is not on a populated island separated from the mainland in the ABS geography and is more than 5km offshore (6)
- Very remote Australia and areas on a populated island that is separated from the mainland in the ABS geography and is more than 5km offshore (7).

Eligible applicants must be located within categories 2 to 7 except Aboriginal medical services which may be located in any category. The level of rurality will be used to prioritise applications.

Leave days available
You must be seeking locum support to cover a period of leave up to 14 working days (MMM categories 2 - 7) for recreation or CPD, and up to 28 working days for remote placements (categories 5-7) supporting recreation and CPD leave (noting that priority will be given to placements with a CPD component or located in MMM categories 6 and 7).

Organisations employed by the state or territory Governments located between MMM categories 2 - 4 are not eligible to apply for locum support.

Locum support will not be provided for vacant positions.

Notice period
Requests for locum support must be made at least two weeks prior to the commencement of the placement. Short notice applications will be considered on a case-by-case basis.

Benefit to the participant and/or the community
To determine eligibility, you should demonstrate how employing a locum will benefit you and/or your local community.

Frequency and feedback concerning previous placements
When considering an application for support, we will take into consideration previous locum support at your organisation as well as any feedback provided back to us. This will help us determine the most suitable way to provide support.

Other demonstrated need for locum support
Applications that don’t meet the criteria above may be approved. Use your application form to describe your need for a locum and we will consider it.

How to apply
Guidelines for Locums

Working as a locum in a rural health practice offers fantastic and unique opportunities to Australian health professionals. Rural locum placements provide a chance to travel, to meet new people, develop new skills and to experience Australia. Eligible health professionals seeking locum work in rural practices should apply to join our locum register. By joining the register, you will be considered for hundreds of locum positions and we will notify you when suitable opportunities become available.

How it works

A health practitioner or organisation will lodge a request for locum support at least two weeks before the start of the placement. We will conduct a search on their database for registered locums who match the specifications of the placement. We may also advertise positions on relevant industry websites and newsletters.

All registered locums with the desired skill-set for the placement will be sent a notification by email requesting an expression of interest in the job. Locums have 48 hours to respond to the request. Locums not on the register must respond to the job ad in the same time frame.

Details of all interested locums are then sent onto the requester to make a selection. If you are selected, we will issue you with a contract of engagement.

All travel and accommodation arrangements are arranged by our Travel and Logistics Coordinator. Accommodation costs and meal allowances are covered by us in addition to the cost of travel from the major airport closest to your home.

A comprehensive handover with the host practitioner or organisation will be arranged before and after the placement to ensure proper orientation of the practice and continuity of care for patients.

Eligibility

To be eligible to work as a locum and receive the additional allowances associated with the program, practitioners must meet the following eligibility criteria.

Profession

The following list of health professions are eligible to apply to our locum register for the opportunity to work on a rural or remote placement:

- Aboriginal health worker (certificate IV)
- Anaesthetist (specialist or GP)
- Audiologist
- Chiropractor
- Dental & oral health professional
- Dietitian
- Exercise physiologist
- Medical radiation scientist
- Midwife
- Nurse (registered or enrolled)
- Obstetrician (specialist or GP)
- Occupational therapist
- Optometrist
- Orthopaentist
- Osteopath
- Pharmacist
- Physiotherapist
- Podiatrist
- Psychologist
- Social worker
- Speech pathologist

Entitlement to work in Australia

In addition to practicing one of the eligible professions, you must:
- be legally entitled to work in Australia
- have current unrestricted professional registration in your field of practice.

Minimum credentials

Rural LAP registered locums must also meet the established minimum credentials as outlined in part one of the locum register application.

How to apply

Your commitment to this application will ensure there will be less administration prior to your placement.

Step 1
Determine eligibility - once you have passed this step, an account will be created for you to work on your application.

Step 2
Complete and submit part two of the locum application form - provide information and documentation, references and relevant checks.

Step 3
Signed and sighted documents - submit with your final application. Copies of your qualification certificates and photo ID must be sighted and signed off as a true copy by a person, other than yourself, who is over 18 years of age (certification does not have to be by a JP). All documents must be in English.

To apply to the locum register, please visit https://www.rurallap.com.au/content/locum-application
Frequently Asked Questions (FAQ)

General client FAQs

Who is eligible to receive locum support?
Eligibility and selection criteria are aligned with our aims and objectives. Eligible individuals, sole and self-employed practitioners, and organisations can all apply for locum support.

How can I apply for locum support?
Eligible health professionals and organisations can request locum support via the online application form. Applications must be supported by a person with authority to approve a locum placement in your service/practice. Self-employed health professionals are eligible to apply. Hardcopy forms are available, simply contact us to request one.

When are applications accepted?
A minimum of two weeks’ notice is required for requests for locum support. Short notice requests will be considered on a case by case basis. Contact us as soon as possible for any short notice requests.

When will I be notified if my request is successful?
The application outcome will be provided in writing as soon as possible.

Obstetrician and anaesthetist clients

What are the subsidy available to eligible Hosts?

- Specialist Hosts $700 per working day
- GP Hosts $500 per working day

We will pay the locum’s accommodation and travel costs plus an allowance of $100 per day for meals and incidentals.

What are the Host’s responsibilities?
The Host is responsible for undertaking the following aspects of a Rural LAP placement:

- referee checking
- assessing the suitability of a locum
- the decision to employ a locum
- negotiating pay with the locum
- timing of handover
- coordinate and control the credentialing process on site.

We will identify those individuals who are willing to provide locum support in rural or regional areas of Australia (subject to availability and eligibility).

The Host is to assess the suitability of the locum and to advise the Us of their decision.

What is the remuneration for each placement?
The Host and the Locum are responsible for negotiating pay. Where possible, we encourage Hosts to advise of the proposed base rate for the Locum in their application form.

We are available to provide support to Hosts on non-clinical issues, such as negotiating pay with the Locum.

Will the Host and Locum participate in clinical handover pre and post the locum placement?
We have a commitment to safety and quality of patient care. We require the Host to provide a preliminary briefing to the Locum on clinical, professional, personal, and other issues prior to commencement of the placement to ensure continuity of care for patients and orientation to the practice.

The Locum must brief the Host on clinical issues on completion of the placement to ensure continuity of care for patients.

Prior to commencement of the placement, the Host and Locum should agree on a time and date to conduct the formal handover. The handover should occur on the day before the Locum is to commence duties. A handover for the conclusion of the placement should be planned at this time.

General locum FAQs

What skills and experience will I need to fill a Rural LAP locum placement?
We will be seeking GP and Specialist obstetricians and anaesthetists, nurses, midwives and allied health professionals with a range of skills, qualifications and experience to fill locum placements. All health professionals need to have current unrestricted professional registration or credentialing in their field.

General requirements are listed on the eligibility page. Requirements for specific vacancies are included in the job listing.

What registration is required?
All health professionals must be registered in Australia and your registration or credentialing must be valid throughout the period of your locum placement. See eligibility for more details.

How long are the locum placements?
Locum placements will be up to a maximum of 14 working days for recreation and CPD, and up to 28 working days for remote placements in Modified Monash Model (MMM) categories 5 - 7 supporting recreation and CPD leave (noting that priority will be given to placements with a CPD component or located in MMM categories 6 and 7.

Where will my placement be located?
Rural LAP locum placements can be anywhere across rural and remote Australia.
How do I apply to become a Locum?

All Locums must register with the program via our website and submit the required documentation to facilitate and expedite credentialing at the host location. Locum vacancy notices will be advertised via email to the pool of locums. Further information can be obtained from the ‘Application Process’ section of our website.

What registration is required?

All health professionals must be fully registered in Australia and your registration or credentialing must be valid throughout the period of your locum placement. The Host and Locum are responsible for organising credentialing or privilege approval.

Do I need medical indemnity to work as a Locum?

Locums are responsible for arranging and paying their own medical indemnity cover. The Locum must provide evidence that the cover is sufficient for the length of the placement and the type of work to be undertaken. The Locum must provide appropriate level of run-off cover following placements. If the Locum is providing Rural LAP locum relief at a public health service, their medical indemnity may be covered by the state-based funding system please confirm with the Host.

What are the Locum’s responsibilities?

The Locum is responsible for undertaking the following aspects of a Rural LAP placement:
+ assessing Host practices
+ negotiating the terms upon which you will act for a Host
+ credentialing or privilege approval (is a matter for you and the potential employer)
+ negotiating and finalising the benefits of your engagement, including salary and any additional travel expenses over and above those paid or allowed as part of Rural LAP.

What funding is associated with the scheme?

We will pay a travelling allowance of $100 per day.

Who will arrange my travel and accommodation?

We will arrange and book suitable accommodation for you at your placement site for the duration of your locum placement.

Who is eligible to become a Locum?

The eligibility criteria to register as an Obstetric or Anaesthetic Locum are as follows:

**Obstetricians**
- Specialist Obstetrician Locums must be a RANZCOG Fellow who remains ‘active’ and is participating in the RANZCOG CPD program.
- GP Obstetrician Locums must have either a DRANZCOG or DRANZCOG Advanced qualification and be participating in an accredited CPD program.

**Anaesthetists**
- Specialist Anaesthetist Locums must be an ANZCA Fellow who remains ‘active’ and is participating in an accredited CPD program.
- GP Anaesthetist Locums must be currently fully registered or licensed as a medical practitioner, and a General Practitioner; and have undergone appropriate training endorsed by the JCCA and must be participating in an accredited CPD program, as an anaesthetist.

How can the Host negotiate with the Locum?

The Locum and the Host are responsible for negotiating the terms upon which you will act for a Host. The Host and Locum should agree on a time and date to conduct the formal handover. The handover should occur on the day before the Locum is to commence duties. A handover for the conclusion of the placement should be planned at this time.

GP Education Assistance

Rural LAP offers financial assistance to urban GPs who require emergency medicine training. To be eligible you must be willing to undertake a paid general practice locum placement in rural and remote Australia for a total of four weeks (20 working days) within a two year period.

Your locum commitment
Placements undertaken prior to the completion of at least one day of eligible emergency medicine training will not count towards your locum commitment. The four weeks (20 working days) can be broken up into shorter periods, however a total of two weeks (10 working days) must be completed in the first 12 months of completing the approved emergency medicine training.

You are required to undertake general practice positions located in Modified Monash Model (MMM) categories 2-7. If you amalgamate locum placements, they must also be located in MMM categories 2-7.

You can organise your locum placement or seek assistance with the Host. Prior to commencement of the placement, the Host and Locum should agree on a time and date to conduct the formal handover. The handover should occur on the day before the Locum is to commence duties. A handover for the conclusion of the placement should be planned at this time.

Value and payment of the incentive

The Rural LAP payment is calculated on a maximum of $6,000 per GP for three days of upskilling activities. This is based on a rate of $2,000 per day.

You will receive a 50% payment from us on completion of the first 10 working days of your locum commitment. You must provide evidence of your locum commitment as stated above. The outstanding 50% of your payment will be transferred to your nominated bank account on completion of the final 10 working days of your locum commitment with evidence to support your claim.

Payments are made directly to a bank account nominated by you. We will also send you friendly reminders to undertake your locum requirement by a required date.

Eligibility

To be eligible for payment under the program, you must be:
+ a GP with general registration and Vocational Registration or Fellowship of either the Royal Australian College of General Practitioners (RACGP) or the Australian College of Rural and Remote Medicine (ACRRM)
+ currently practising in an urban locality.

The MMM is the classification system used to define eligible areas. Urban localities are classified MMM category 1 and localities eligible for locum placements are in MMM categories 2-7.

This is a one off incentive. You are only able to access and obtain financial assistance to undertake emergency medicine training up to a total of $6,000.

Eligible Training

Our team, in consultation with relevant external agencies, assess the eligibility of training for inclusion in the program. The list below provides examples of training courses. Other courses may be eligible and further information can be obtained from us:

- Emergency Crisis Resource Management
- Early Management of Severe Trauma (EMST)
- Emergency Life Support (ELS) Course
- Advanced Paediatric Life Support (APLS)
- Rural Emergency Skills Training (REST)
- Intermediate and/or Advanced Life Support
- Emergency Medicine Crisis Management
- Intermediate and/or Advanced Clinical Emergency Management Program (CEMP) workshops
- HWQLD Rural Emergency Medicine Workshop
- Soma Health Airway, CPR and Trauma Management Workshop

If the above courses do not meet your needs, you may submit a learning plan as part of your application to be assessed. Approved training must be undertaken within 12 months of registering for education assistance. If you do not complete your training within 12 months of registration you will be removed from the program.

To apply for GP education assistance please visit https://www.ruralapp.com.au/content/rural-locum-education-assistance.