

Engagement of Locum

Under the terms of our Charter of Service you have confirmed that the following criteria have been met:

- MRCVS
- Minimum 2 years UK experience in small animal practice to ensure the Veterinary Surgeon has the appropriate skills for sole-charge
- Minimum of 2 references

The following are preferable criteria

- Can provide own transport

Completion of Locum Appointment

Following the completion of an appointment we request that the locum leaves contact details with both the clinic and Grant to ensure that should the need arise they can be contacted.

Accommodation

Locums using practice accommodation are asked when they vacate the accommodation it is left in the same condition as found.

Payment for Locum Services

Locums are asked to submit an invoice for professional services within 2 weeks either by email, post or fax to:

Email:

grant.divall@petdoctors.co.uk

Post:

Grant Divall
Annual Leave & Locum Services
Pet Doctors Limited
Brooklyn Road
Seaford
East Sussex
BN25 2DU

Fax:

01323 491044

Long term positions are requested to submit an invoice every 2 weeks.

The invoice should clearly state the period of appointment, clinic, agreed rate of pay per day, invoice total and remittance advice.

All payment will now be paid by BACs so please provide all accounts details on your invoice.

Upon receipt of an invoice Grant will approve the invoice for payment and forward it to our accounts department.

Enquiries about the progress of a payment should be made to Grant.

Cancellation of a Locum

In the event of Pet Doctors not requiring a locum that has already been appointed, every effort will be made to reallocate that locum within the group. However, if this is not possible,

payment will be offered for up to one weeks work if notice is less than the duration of the position.

Cancellation will be confirmed by telephone where possible and a confirmation email sent. Where payment is required, the locum is requested to submit an invoice for this charge.

Pet Doctors takes the cancellation of a locum's appointment very seriously and will work hard to ensure this action is not required.

Pet Doctors reserves the right to cancel a locum appointment without notice if their quality of service, clinical or otherwise, is deemed to be unacceptable.

Please note that locums are not employees of Pet Doctors Ltd, that this document does not constitute any form of contract, and that no employee rights are attached.