

Code of Practice for Agency Staff.

All Locum Staff are expected to act in a professional manner at all times.

Locum's are encouraged to show similar levels of courtesy and consideration to the Client Department, its' Staff, Patients and Visitors "as if they were an employed member of the staff"

The Locum's competency to perform a given task, whether or not that task was originally discussed prior to commencing the placement, is paramount. If a Locum believes they are being asked to perform a duty for which they have not had the relevant training, or for which they have not had recent experience, they **MUST** notify the Department manager or their representative before commencing the task.

If a Locum is unable to attend for a particular duty, they **MUST** notify the Agency or the Client Department at the earliest opportunity. Locum's should ensure that their arrival and departure times are in line with the Department expectations and apply similar consideration to any meal breaks / rest periods.

It is the Locum's responsibility to ensure that they maintain adequate levels of Continuing Professional Development each year. Also that such CPD is directed at the most relevant areas of their professional capabilities. Our Recruitment Consultants can offer advice on CPD as required. Locum's should provide the Agency with evidence of their CPD achievements on an annual basis.

Any Radiographer, Sonographer, Radiotherapist, Physiotherapist, Occupational Therapist, Dietician, Pharmacist or other Healthcare Practitioner, may utilise the information on our website for any non-business purpose they wish. We encourage staff from Ultrasound, Radiology, Physiotherapy, Occupational Therapy, Dietetics, Pharmacy and any other Hospital based department to obtain professional information from as wide a source of inputs as possible, including this website.

Locum's **MUST** maintain their State Registration. Copies of the State Registration certificate should be sent to the Agency at renewal. Checks are made annually to ensure compliance with State registration of all locum's. Locum's **MUST** notify the Agency of any matters likely to affect their state registration status.

Sonographers Medical will report to the State Registration body, any occurrence which we believe has an impact on the professional standing of any individual.

Any accommodation provided **MUST** be left clean and tidy with keys, bleeps, etc returned as directed. The Locum **MUST** settle any bills before departure.

All Locum's are asked to give one weeks notice of booked absence. In cases of longer term placements, leave should be booked in the first instance with the Client Department, to ensure that it does not impinge on the Clients operation.

Whilst we hope each Locum will tell all their friends and colleagues of the numerous benefits of working through **SONOGRAPHERS Medical**, we would urge our Locum's to respect other peoples choices and not allow their natural enthusiasm over our company to effect their relationship with other staff.