



WRHA PRIMARY CARE PROGRAM LOCUM TENENS - DUTIES AND RESPONSIBILITIES

Locum tenens position for the WRHA Primary Care Program involves the provision of Primary Care physician services to the offices of fee-for-service physicians who offer comprehensive primary care. The locum will attend at the physician's office with the aim of providing services to their patients during the times when the attending physician is absent. The locum's duties include providing same day access for clinic patients.

The locum will have the requisite education and experience to provide primary medical care in the office, home, and personal care homes. The locum will have and maintain valid licensure from the College of Physicians and Surgeons of Manitoba to practice medicine in the Province of Manitoba. The locum must acquire and maintain credentials within the Primary Care of the WRHA. The locum will be a member of the College of Family Physicians of Canada. Certification from the College of Family Physicians is desirable. Alternatively, the locum should be working towards certification from the College of Family Physicians of Canada. The locum will fulfill the criteria for ongoing Continuing Medical Education requirements specified by the College of Family Physicians of Canada.

The locum tenens for the WRHA Primary Care Program reports directly to the Medical Director of Primary Care for WRHA. The Program Specialist, Primary Care will coordinate the schedule for the locum and provide administrative support as required for clinical services, administrative duties and billing obligations.

Clinical Services

- Provide comprehensive primary medical care in a participating physician's clinic to improve same day access for patients

Administrative Duties

- Prior to arrival at the clinic contact the physician in whose office the locum service will be provided to ensure that all details of the locum can be discussed, the locum can be oriented to the clinic personnel and policies for patient care and follow-up
- Complete and submit "Locum Physician Time Tracking" flow sheets for payment purposes.
- Sign all the required forms pertaining to billing including agreement for all the receipts to go into Clinic bank account
- Provide required information to clinic staff for the purpose of billing submission through the electronic billing system at the clinic for all clinical services during contracted time to support FFS recovery for medical remuneration purposes
- Participate in the evaluation process for the Locum Services initiative as requested by the Medical Director, WRHA Primary Care program.