TERMS AND CONDITIONS AND TERMS OF BUSINESS FOR THE PROVISION OF MEDICAL (LOCUM) STAFF

These Conditions and Terms of Business are deemed to be accepted by the Client following an oral or written agreement to engage medical (locum) staff provided by doc2docs and may not be varied by the Client without the written consent of doc2docs.

1. Doc2docs is a medical services agency. We offer a unique service to general practices, companies and government bodies nationally and internationally.

2. Doc2docs is under Medical direction. The office is staffed 9.00am to 5.30pm Monday to Friday (exc. Bank Holidays). There is an on call service for out of hours and weekends.

3. Doc2docs operates a rigorous vetting procedure to ensure the quality of its medical (locum) staff. A CV, certified proof of all qualifications, medical indemnity and registration with the relevant recognised bodies in addition to references, are checked prior to assignments being offered to any medical (locum) staff. Please contact our office for more details.

4. Doc2docs acts as the agent between medical (locum) staff and the Client. Medical (locum) staff supplied by doc2docs are deemed to be self employed in all circumstances. Locum GPs provide their own medical indemnity insurance. Doc2docs will not be liable for accidents, loss, damage or any other claim whether by the Client or by any third party, arising in the course of the medical (locum) staffs duties.

5. The Client will take all necessary steps to ensure a safe place of work in accordance with current legislation, including the provision of employer's liability insurance to cover any accident or loss whatsoever suffered by the medical (locum) staff whilst working in the premises of the Client.

6. Any concerns or dissatisfaction with the clinical competence or professional conduct of any medical (locum) staff supplied by doc2docs, should be referred immediately to this office.

7. Charges will be calculated on a rate as set out in the current scale of charges, or such other rate as shall be notified to the Client. VAT will be applied at the prevailing rate as set out by HMRC.

8. Doc2docs will invoice the Client in accordance with the current scale of charges.

9. There will be no minimum charge. Doc2docs will only charge for the hours of work carried out.

10. Travelling expenses and other expenses incurred by medical (locum) staff in the course of their work will not be charged unless by prior agreement with the Client.

11. The Client will neither approach nor accept an approach by any medical (locum) staff supplied by doc2docs for any form of employment with the client without prior agreement with this company. Should a client employ the medical (locum) staff within twelve months of any doc2docs assignment for either short term or permanent work then this company reserves the right to charge a placement fee. This fee will be a minimum of 15% of the medical (locum) staffs projected annual salary including all benefits. Should the client wish to engage any medical (locum) staff on a permanent basis we request that the Client please contact doc2docs for further details regarding these charges.

12. Our scale of charges will be regularly reviewed to ensure that we continue to provide an attractive service to our Clients. Any changes made will be notified to Clients beforehand. Surcharges may be applicable at Bank Holidays.

13. The Client will advise doc2docs of any alterations to the hours of locums or Out of Hours cover required. In the absence of such advice, doc2docs invoices will be rendered and payable on the basis of the initial information provided by the Client.

14. A cancellation charge may be made by doc2docs if a cancellation is made at short notice and no alternative work can be offered to the medical (locum) staff concerned. Please contact our office for details of our scale of cancellation charges.

15. Invoices not paid by the due date (clearly marked on all invoices) are liable to an interest charge of no less than 2% per month above Barclays Bank plc basic rate, the rate being that in operation at the time the invoice was due.

16. Acceptance of our Locum Service implies acceptance of the above Conditions and Terms of business.

Signed_______________________________________

Name_______________________________________

Organisation/Practice___________________________

Date________________________________________

Doc2docs, Chedworth House, 8 Lansdown, Stroud, Gloucestershire, GL5 1BD
Tel: 01453 756993; Fax: 01453 766412
www.doc2docs.com