

Booking a locum

PROCESS

- All Locum requests must be sent to Pharmaconex two months in advance.
- Send an email to Rachel Noone to advertise available dates and shifts at rachel@pharmaconex.com or call 061 530 202
- Pharmaconex will confirm when shift has been filled by email.
- Rosters must be kept in line with original agreement i.e. 2 Saturdays per month
- It is the Managing/Supervising Pharmacists responsibility to ensure all shifts are filled for their days off.
- If for any reason a locum shift needs to be requested less than one week in advance, TM approval is required.

ANNUAL LEAVE

- Annual Leave Calendar works from 1st Jan – 30th November (Annual leave is not permitted in December)
- Annual Leave should be taken throughout the year and not allowed to build up - ideally as below
 - 1-week in January – March
 - 2 weeks in April – September
 - 1-week in October – November
- Annual leave must be approved by your Territory Manager in advance of booking
- Store Manager, Supervising Pharmacist and Support Pharmacist should never be on Annual leave at the same time
- Give Pharmaconex no later than 1 months' notice for Shifts that need covered

RELIEF ROLES

- If there is an Allcare relief pharmacist in your area, they must be contacted first before sending dates to Pharmaconex

SICKNESS

- If a pharmacist is unable to attend work due to illness, you must contact Pharmaconex immediately to advertise the shift
- Please provide an update to your TM if this is the case

LOCUM COVER

- Should you need to cancel the locum cover arranged you will need to contact Pharmaconex minimum 48hours in advance of the day / s the locum has been arranged for.

For All queries with regards to this process please contact your TM or should you need Pharmaconex you can contact Rachel at rachel@pharmaconex.com or call 061 530 202