



## WORKING WITH A GP SURGERY

### Some general guidelines

Every surgery operates to its own practices, procedures and standards, so it is important that if you are working as a locum (or other temporary contract worker), you make sure you familiarise yourself as quickly as possible with the basic way of working.

Before your travel to your assignment, make sure you have:

- The address and telephone number of the surgery
- The name of the Practice Manager (or similar)

### Other considerations:

1. If for any reason you are late (held up in traffic or due to circumstances beyond your control) you must let the surgery know as soon as you can.
2. Report to the Practice Manager on arrival. This is normally the person who has made the decision to book your services so they will be expecting you.
3. If you are a locum, make sure you are assigned a consultation room with access to a practice computer in order to access and update patient notes.
4. Expect an average of 18-20 patient consultations in the morning.
5. Expect an average of 12-14 patient consultations in the afternoon.
6. The time allocated to each consultation is 10 minutes.
7. Always write up your notes and code them before departing for the day.
8. Be sure to get your timesheet signed off at the end of the assignment or weekly if the assignment is longer.