



**POLICY NUMBER: 2**

**POLICY TITLE:**

**A24GROUP POLICY ON GENERAL RULES**

**WHO MUST ABIDE BY THIS POLICY?**

**A24Group – Locum Doctor's**

**THE PURPOSE OF THIS POLICY:**

- **To inform all locum doctors of the general conduct expect of them**
- **To inform all locum doctors of general rules that are in place**

**POLICY CONTENT:**

### **General Obligations**

- 1) As an locum doctor to be deployed in the provision of the Services you need to be aware that at all times whilst on the Client's premises you:
  - a) are under the direction and control of the Client at all times.
  - b) must work as directed by the Client and follow all reasonable requests, instructions, policies, procedures and rules of the Client (including any racial discrimination and equal opportunities policies);
  - c) shall not neglect, nor without due and sufficient cause omit, to discharge promptly and diligently a required task within the terms of the engagement;
  - d) shall not make unnecessary use of authority in connection with the discharge of the provision of the Services and engagement instructions;
  - e) shall abide by the Working Time Regulations 1998 and where applicable, New Deal requirements;

- f)** shall not act in a manner reasonably likely to bring discredit upon the Client;
- g)** shall not unlawfully discriminate for any reason;
- h)** shall not falsify records, timesheets, expenses or attempt to de-fraud the Client in any way;
- i)** shall not corruptly solicit or receive any bribe or other consideration from any person, or fail to account for monies or property received in connection with duties performed under the provision of the Services on an engagement;
- j)** shall observe the highest standards of hygiene, customer care, courtesy and consideration when working in a health service environment;
- k)** shall keep confidential information howsoever acquired whether relating to the Client, its business or relating to patients, including but not limited to patient identity, clinical conditions and treatment;
- l)** shall be competent in understanding and using both written and oral English;
- m)** shall be able to communicate effectively with the Client's staff, other healthcare workers, patients, carers and the general public;
- n)** be helpful, pleasant and courteous;

**END OF POLICY**