

DESCRIPTION OF PROCESS	DOCUMENTATION REQUIRED
<p>1. APPLY FOR LOCUM RELIEF</p> <p>ROALS welcomes applications for subsidised locum relief from specialist obstetricians* ("Hosts") in ASGC-RA 2 to 5. (*must have a RANZCOG Fellowship, or be an Overseas Trained Specialist or be in an Area of Need position).</p> <p>↓</p> <p>A hospital/practice may apply on behalf of their obstetrician. ROALS will subsidise a daily locum fee of \$1100 per day for 14 days (\$15,400 per obstetrician, per financial year).</p> <p>ACTION: Hosts to complete a ROALS Application to Receive a Specialist Obstetrician Locum.</p>	<p>ROALS Application to Receive a Specialist Obstetrician Locum</p>
<p>2. LOCUM VACANCY ADVERTISEMENTS</p> <p>Once the Host submits an application form, ROALS will advertise the locum vacancy via the ROALS website.</p> <p>↓</p> <p>When a locum expresses interest in an advertised vacancy, ROALS will send the Host Part B of the Locum's Registration Application Form, CV and referee contact details.</p> <p>ACTION: ROALS will advertise the locum vacancy and send Part B, CV and referees of interested Locums to the Host.</p>	
<p>3. LOCUM SELECTION</p> <p>It is the Host's responsibility to directly contact the Locum/s, should they wish to discuss the placement with the Locum/s, to assess suitability, check referees, and negotiate salary and other conditions of the placement. The Host is responsible for the decision to employ the Locum.</p> <p>↓</p> <p>ACTION: Host is to assess Locum/s and advise ROALS of their decision to employ the Locum.</p>	
<p>4. SERVICES PROVIDED BY ROALS</p> <p>Once the Host has confirmed their decision to employ the Locum, the ROALS Secretariat will prepare the 'Terms of Participation' under which the Host and Locum will participate in ROALS.</p> <p>The ROALS Secretariat is able to organise and pay for locum travel and travel time to and from the placement. Please contact the ROALS Secretariat should the Locum require assistance with booking travel.</p> <p>↓</p> <p>The ROALS Secretariat can also assist the Host and Locum with applying for Medicare Additional Provider Numbers (if required).</p> <p>ACTION: Host must sign and return Terms of Participation contract documents to ROALS prior to commencement of the placement.</p>	<p>Terms of Participation Specialist Obstetrician Host</p>
<p>5. PLACEMENT COMPLETE</p> <p>The ROALS Secretariat will email the Host when the placement is complete, requesting the Host invoice ROALS for the daily subsidy. Checklist for documentation required upon completion of placement:</p> <p><input type="checkbox"/> Invoice for ROALS daily subsidy (calculated at \$1100 per day to a maximum of 14 days per obstetrician, per financial year, plus GST)</p> <p><input type="checkbox"/> ROALS Evaluation Form</p> <p>ACTION: Host to invoice ROALS for daily subsidy and return evaluation form to ROALS.</p>	<p>ROALS Evaluation Form</p>