

# Application to Acquire Locum Service

HealthForceOntario

Rural Family Medicine Locum Program  
Ontario Physician Locum Programs



An RFMLP administered locum assignment will be requested in advance by the participating rural physician via this application. If the request is approved, a contract will be issued by HealthForceOntario Marketing and Recruitment Agency (HFO MRA) to be signed by the rural, lead (if applicable) and locum physicians and returned to HFO MRA for approval minimally **2 weeks** prior to the commencement of locum coverage. All applicable fields including specific dates for clinic and on-call days must be included on the application. Failure to include all physician details or locum dates may delay assignment processing. Please note that locum credentialing is the responsibility of the applicant (not the Rural Family Medicine Locum Program).

**Please fax completed application to 1-866-535-2694**

## Section A: Applicant Information

New locum request  Updated request

Rural Physician Name: \_\_\_\_\_ CPSO # \_\_\_\_\_

Practice Address: \_\_\_\_\_ Practice Community: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Contact Fax: \_\_\_\_\_

Payment Model:  Reason for Request:

Do you have a Locum arranged?  YES, provide locum physician details in Sections B and C  NO, please initiate posting on HFO Jobs (www.hfojobs.ca) and complete Section B

## Section B: Requested Locum Assignment Details

Locum Start Date:  Locum End Date:

Total # of clinic days requested:  Specific clinic dates (required):

Total # of on-call days requested:  Specific on-call dates (required):

## Section C: Locum Physician Information

Locum Physician Name: \_\_\_\_\_ CPSO # \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_ Email: \_\_\_\_\_

Comments: \_\_\_\_\_

Rural Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use **ONLY** Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Confirmed Eligible Days: \_\_\_\_\_ Total Remaining Eligible Days: \_\_\_\_\_

Comments: \_\_\_\_\_

This program is administered by the HealthForceOntario Marketing and Recruitment Agency with funding provided by the Government of Ontario.

### HealthForceOntario Marketing and Recruitment Agency Rural Family Medicine Locum Program

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Toronto, ON M5A 1S1 Fax: 1 866 535-2694  
www.HealthForceOntario.ca Email: locum@healthforceontario.ca

Notice of Collection: HealthForceOntario Marketing and Recruitment Agency collects your personal information under the authority of the Development Corporations Act, Ontario Regulation 249/07, section 3. All information collected on this form may be used as necessary by HealthForceOntario Marketing and Recruitment Agency for the proper administration of the government-funded Recruitment and Retention Programs, including assessing your eligibility to participate in and receive payment from these programs. The information on this form may also be used by HealthForceOntario Marketing and Recruitment Agency and/or the Ministry of Health and Long-Term Care for the proper financial administration of these programs, and for conducting research and evaluating program parameters. If you require further information about the collection by HealthForceOntario Marketing and Recruitment Agency, please contact: the information coordinator at HealthForceOntario Marketing and Recruitment Agency at 163 Queen Street East, Toronto, ON M5A 1S1, or 416-862-2200 / 1-800-463-1270. If you require further information about the collection by the Ministry please contact: the Director of the Health Sector Labour Market Policy Branch, Health Human Resources Strategy Division, Ministry of Health and Long-Term Care at 56 Wellesley Street West, 12th Floor, Toronto, ON M5S 2S3, or 416-212-0873.