

# **Provincial Locum Recruitment Program Policy Manual**



**Department of Health and Community Services**

January 17, 2025

## **Program Description**

The Department of Health and Community Services (hereinafter referred to as the “Department”) has launched the Provincial Locum Recruitment Program to accept applications for physician locums and advertise locum opportunities, including the establishment and maintenance of a provincial physician locum roster. The objective of this program is to bring about improved access to locums by community-based physicians and Newfoundland and Labrador Health Services (NL Health Services). The Program is subject to change, or cancellation, in the Department’s sole and exclusive discretion and without notice.

## **Definitions**

Incentives: Funding provided under the *Provincial Locum Recruitment Program* to a Recipient.

Medical Services Division: The Medical Services Division is a division of the Department of Health and Community Services, and is responsible for administration of the Provincial Locum Recruitment Program.

Recipient: A physician/private practice, eligible for Funding under this program, and has submitted an application to receive the Funding.

Newfoundland and Labrador Health Services (NL Health Services): the operating name of the Provincial Health Authority, a corporation established under the **Provincial Health Authority Act** R.S.N.L. 2022 c. P-30.1 responsible for providing the delivery and administration of health and community services in Newfoundland and Labrador.

## **Eligibility Criteria**

Physicians must meet the following criteria for acceptance into the Provincial Locum Recruitment Program:

- The physician has full or provisional licensure by the College of Physicians and Surgeons of Newfoundland and Labrador under the **Medical Act, 2011**.
  - Note: For NLHS locums only provisional licensure requires NL Health Services sponsorship, and applicants are responsible for arranging and maintaining sponsorship for the duration of their provisional licensure.
- Certification from the College of Physicians and Surgeons of Newfoundland and Labrador.

## **Application Process**

### **Physician Registration**

Physicians interested in providing locum services can register with the Provincial Locum Recruitment Program. To register, physicians must submit a CV, proof of eligibility of licensure, and an application form that indicates their area and scope of

practice, the length of locum they are willing to provide, and practice location of interest (i.e. urban, rural, remote).

Physicians may elect for their contact information to be shared with NL Health Services (including physician recruiters) to further facilitate recruitment. Physicians can also email [MedServicesPrograms@gov.nl.ca](mailto:MedServicesPrograms@gov.nl.ca) to request to receive regular emails notifying them of new locum opportunities with Private community-based practices.

[Click here to access the application form](#) for physicians interested in providing locum services.

### **Locum Position Postings**

Private community-based practices can submit locum opportunities for listing on the Provincial Locum Recruitment Program Page on the HCS website. The website will enable physicians to search current locum opportunities with private community-based practices.

[Click here to access the application form](#) for private community-based practices to advertise locum opportunities.

Forms should be sent by mail or email to:

Medical Services Division  
Department of Health and Community Services  
1st Floor, West Block, Confederation Building  
P.O. Box 8700  
St. John's, NL A1B 4J6  
[MedServicesPrograms@gov.nl.ca](mailto:MedServicesPrograms@gov.nl.ca)

## **Program Parameters**

### **Incentives**

**NL Health Services** will provide several incentives to physicians that locum at NL Health Services facilities under this program, including:

- Flights to and from Newfoundland and Labrador (economy class) and any other necessary travel arrangements to the locum location will be arranged and paid for by NL Health Services;
- Accommodations (up to 90 days);
- Meal per diem (up to 14 days);
- CPSNL Locum fees for locums from outside the province of NL; and,
- CMPA Fees may be eligible for reimbursement for the duration of the locum. If the fees for coverage in NL are higher than the fees for the physician's place of practice, NLHS will reimburse the physician for the difference.

**Health and Community Services** will provide private practice locums the following incentives:

- Canadian Medical Protective Association costs, licensing, and registration fees (out of province locums).
- Travel (to be claimed and reimbursed semi-annually):
  - \$250 allowance is provided for round-trip travel to and from the practice community, covering 200–400 km or 2–4 hours.
  - \$500 allowance is provided for round-trip travel to and from the practice community for >400 km or > 4 hours.

Both NL Health Services and private practice locums can avail of the following:

- Locum bonus of \$10,000 for physicians who provide >25 days of locum services per fiscal year.

Private practices hosting locums can apply for an overhead stipend of \$210/host physician/day for a maximum of 10 days per fiscal year to support locum recruitment.

- This stipend will be payable to the host practice, who will defray the overhead amount charged to the locum by \$210 per day.
- This stipend will not be available to physicians that are part of Blended Capitation, as is there is a similar incentive offered under this program.

[Access the Physician Bonus / Expense Form](#)

[Access the Overhead Stipend Form](#)