

2023 CCS VET SURVIVAL KIT

WEEKEND WARRIORS

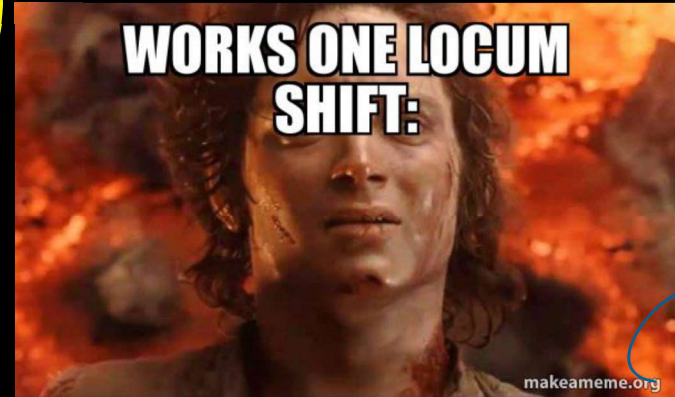
Locuming Do's and Don'ts



Rhufa

Introduction

WORKS ONE LOCUM SHIFT:



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Content

- What defines a locum position?
- How to find the right practice for you
- How does a weekend locum differ from a weekday locum
- Building practice relationships and networking
- What to charge and how to invoice
- Contracts

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What Defines a Locum Position?

A locum is a person who stands in temporarily for someone else of the same profession.

- May fill in for maternity leave, sick leave or annual leave
- Practice struggling to fill permanent position
- Weekend work

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What Defines a Locum Position?

- Essentially a one-person veterinary business
- Work as an independent contractor (sole proprietor)
- You have the freedom to work days that suit you (give practice enough notice to plan when wanting to take leave!)
- You don't get paid leave or other company benefits
- You generally pay your own tax/PAYE
- Invoice the practice weekly or monthly
- Permanent locum vs Temporary (Holiday) cover



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Difference Between a Weekday and a Weekend Locum

- Don't always follow cases through to the end
- Takes much longer to become familiar with the practice environment
- More difficult to build strong relationships with clients
- Weekends are BUSY
- Don't always have a lot of support staff
- Senior vets may not be able to provide as much support
- Reduced hours so need to work efficiently

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Key Attributes

Be **adaptable**

Conscious of taking direction where appropriate

Work independently

Give good impression to clients - you represent the practice!

Charge correctly!

Fit in with practice protocols, administration processes, and staff of each clinic

Good notes and handovers!

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How to Find the Right Practice for You

- As a new grad you will need a lot of support in this first year so make sure you have mentors and experienced vets to support you within the practice
- Ideally avoid sole charge practices
- Take distance and travel times/costs into consideration
- Ideal time to "interview" a practice for future employment
- Don't over-extend yourself
- Maintain your work-life balance
- After-hours / on-call work?

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Before You Start

- Clearly communicate in advance any areas that you are not comfortable e.g large breed spays
- Familiarise yourself with the computer system
- Familiarise yourself with practice policies
- Uniform? What should you wear?
- Learn staff names

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<https://www.sodapdf.com/blog/interactive-pdf-to-do-checklist/>



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Before You Start

Checklist on Clinic Policies:

- Clinic policy for referrals
- Emergencies and after-hours patient care
- Booking policies
 - Appointment times, walk-ins, late appointments
- Scheduling for surgeries
 - Number per day, any surgeries the practice declines to perform
- Treatment protocols of the clinic
 - Vaccination schedules, anaesthetic protocols, euthanasia protocols
- Equipment the clinic has available or needs to outsource
- Controlled drugs – types of drugs available and details on access

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AND YOUR REPUTATION?
how's that looking these days?



<https://imgflip.com/i/4970n3>

Once you ruin your reputation you can live with total freedom.



<https://www.memegid.com/memes/detail/3905738/Reputation>



Building Relationships and Networking

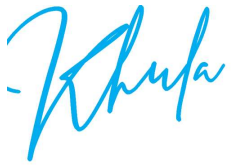
- Profession is small
- Future job opportunity?
- Future mentors to lean on for advice
- Good relationships at work result in an enjoyable work environment



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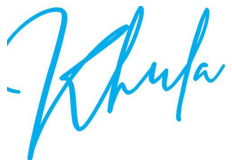
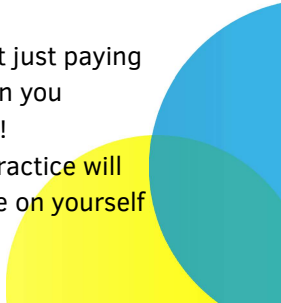


<https://za.pinterest.com/pin/382383824586055094/>



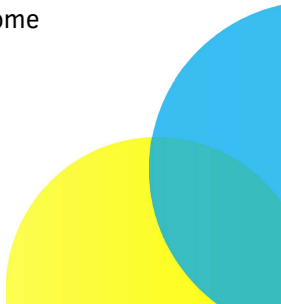
How Much Should You Charge?

- Amount you charge needs to be in line with your level of experience and area you practice in
- Yes locums are rare but this doesn't mean we can charge exorbitant prices
- In your first 1 - 2 years qualified a practice is not just paying your salary but also investing time and training in you
- Also need to value yourself and not undercharge!
- **Remember:** The more you charge - the more a practice will expect from you! Don't put unnecessary pressure on yourself
- Suggested Rate: R200/hr - R400/hr



Invoicing

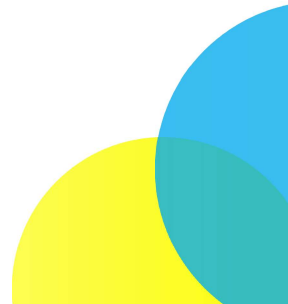
- Invoice monthly? Invoice after each shift?
- Generally charge either per hour rate or per day rate (8 hours)
- Banking details on invoice
- Keep a record of your invoices and locum income for tax purposes
- Keep a record of other expenses
- See *Khula's* invoice template under course materials.



Bonus Content

Dr Name and Surname (BVSc)

Dr Name and Surname (BVSc)					
Invoice #		Billed To		Payment Details	
Invoice #	0001	Practice Name	Account Holder	Bank	Account Number
Invoice Date	1 January 2023	Practice Phone number	Account Number	Pay by:	
Practice Address		Practice Address			
Description	Hours	Unit Price	Total		
Veterinary Locum per hour			R0,00		
Overtime per hour			R0,00		
Travel per km			R0,00		
			R0,00		
			Subtotal:	R0,00	
			Tax (0%)	R0,00	
			Balance Due:	R0,00	
Your address			Thank you!		
Your email address					
Your Cell					



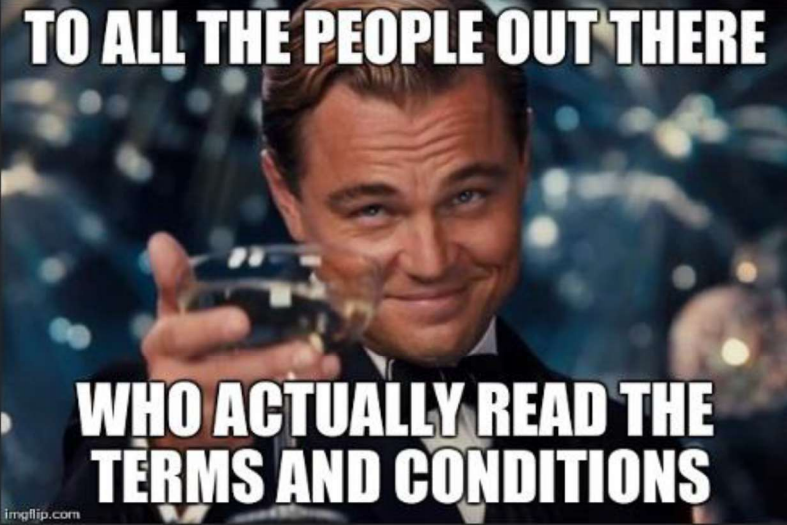
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TAX

- Most practices won't pay PAYE for you
- You are responsible for declaring this extra income
- Need to do provisional tax return (IRP6)- 1st payment due end of August based on estimated income and second payment end of February.
- Put money away after you are paid for tax
- Any expenses in the production of income may be claimed (cellphone, car, stationary, SAVC fees, professional liability)
- Can make use of a tax consultant - advised!



<https://www.taxtim.com/za/guides/provisional-tax>



<https://madsjet.com/the-crisis-of-online-contracts-as-told-in-10-memes/>

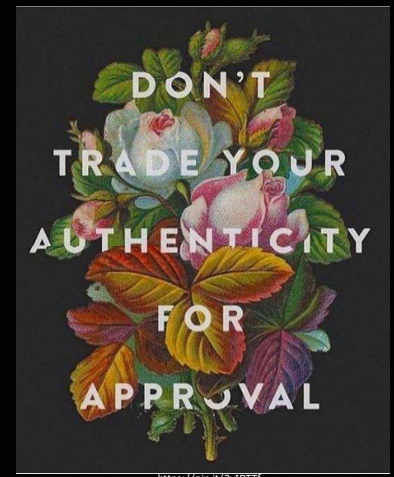
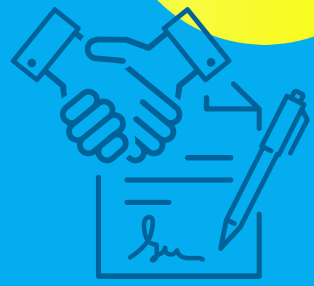
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Written Agreements

Mutually beneficial for both practice and locum

- Pay rate
- After hours remuneration
- Overtime
- Normal hours of work
- Payment arrangement and when the vet will be paid
- Type of employment (casual employee, contractor)
- Travel Costs
- Professional registration and indemnity costs
- Responsibility for keys (practice and drug cabinet)
- Vehicle and travel costs for call outs
- Provision for short term cancellations by either party



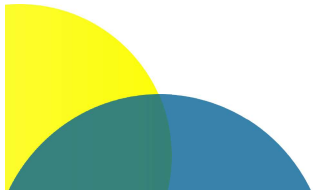
<https://pin.it/3y1BT1f>

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References



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- <http://www.vetsuppliersdirectory.com.au/working-as-a-locum/>
- <https://simplyvets.com/blog/how-much-should-i-charge-as-a-veterinary-locum>
- <https://www.sars.gov.za/faq/faq-what-is-the-purpose-of-provisional-tax/>
- <https://www.taxtim.com/za/guides/provisional-tax>



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