

SRA Locum

Phone: 01-6854 700 / 01-6994 321

Email: contact@sralocum.com

**Web: www.sralocum.com**

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# Who we are

We are a Dublin-based national service providing locum Nurses, doctors, and health care workers to clients across Ireland. We have been providing service to HSE, Private hospitals, and GP surgeries since 2015.

Our databases include HCA, nurses, and doctors of all grades, across all specialties at fixed low rates with no subscriptions or cancellation fees.

# Why choose us?

* Our Fixed rate card and industry competitive admin charge of 7%.
* No membership or subscription is required.
* No cancellation fees.
* Our admin work is fully insured.
* We provide a 24/7 365 days a year service.

# How to order your locum doctor.

Email us at contact@sralocum.com

Call us at 01-6854 700 or 01-6994 321 (6 Lines)

NO CANCELATION CHARGE

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| Service Explained | |
|  | Our Specialist Locum Coordinators Our specialist locum coordinators are our asset because they have years of experience in the industry.  They are a phone call away or reply to your email instantly. |
|  | Realtime Update of your order We email you with every step of your locum order.   1. Your order confirmation 2. Proposal of Locum with documents 3. Confirmation of selected CV 4. Time sheet confirmation 5. Electronic invoice |
|  | Free Quotation/No cancelation Fee Ask us an estimated cost of your locum HCA, Nurse, or Doctor for free. We have a no-quibble cancel-any-time policy. |
|  | Document of our Nurses & Doctor We aim to provide you with an up-to-date CV, two references, an occupational health certificate, and Garda vetting on the supplied Personnel. |
|  | Accounts Team Our specialist accounts team ensures you are invoiced correctly and timely. Our daily payroll means a happy Locum (Nurse/Doctor. |

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| Competitive Rate Card  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **SRA LOUCM SERVICE HOURLY RATE CARD FOR HSE/Private HOSPITALS** | | | | | | | | | | | **SRA Locum** will apply emergency rates where less than 24-hour notice is given to book a Locum. | | | | | | | | | | | Where a Locum is booked for periods longer than a single day, it will apply for the first 16 hours of the booking period. | | | | | | | | | | | **SRA Locum SERVICE ADMINISTRATION CHARGE 7 %** | | | | | | | | | | |  | | **Monday – Friday** | | | | | | | | | **Healthcare Assistant** | | €16 – 36 | | | | | | | | | **Registered Nurse** | | €34 – 50 | | | | | | | | | **Midwife** | | €34 – 60 | | | | | | | | | **HOURLY RATE MEDICAL/SURGICAL/A&E/PAEDS/OBS & GYNAE/Anaes/Cardio Etc.** | | | | | | | | | | |  | **9.00 – 17.00** | | **17.00 – 9.00** | | | **Weekends** | **BH** | **Emergency Rate** | | | **SHO** | €50 | | €52.70 | | | €55 | €55 | €55 | | | **REG** | €60 | | €60 | | | €65 | €65 | €70 | | | **CONSULTANT RATE** | | | | | | | | | | |  | **9.00 – 17.00** | | **17.00 – 9.00** | | | **Weekends** | **BH** | **Offsite Rate** | | | **CONSULTANT** | €95-120 | | €95-120 | | | €120 | €120 | €30 | | | **SRA LOUCM SERVICE HOURLY RATE CARD FOR GP Surgeries/Private Clinics** | | | | | | | | | | | **Administration Charge** | | | | | None | | | | | | **GP Hourly Rate** | | | | | €850 – €950 per day | | | | | | **Quotation** | | | | | Free | | | | | | **24 Hours Service** | | | | | Yes (out of hours on-call service) | | | | | | ***Important Notes:*** | | | | | 1. Priority is to source Locums at the lowest possible rate. However, a higher rate may be applied where it is necessary to attract doctors for a given Locum. 2. All proposed rates are subject to the client’s agreement. 3. 3) All rates are in Euros only. 4. 4) SRA Locum reserves the right to change the rates at any time without prior notice. 5. Rates correct at the time of Print in December 2022. 6. SRA Locum [Terms and Conditions](https://sralocum.com/public/uploads/files/termsandconditions.pdf) always apply. | | | | | | | | | |
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**Corporate information company registration details**

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| **Company Name:** | SRA Locum |
| **Registered office address.** | 2nd Floor, 13 Baggot Street Upper, Ballsbridge  Dublin 4, D04 W7K5 |
| **Company Registration Number:** | 599436 |
| **Revenue Reference No.** | 3470754JH |
| **Active registration with Revenue: CT, VAT, Employer** | 3470754JH |
| **Employment License No.** | EA4460 |
| **Insurance providers:** | Optix Insurance |
| **Insurance Cover:** | 6.5 million |
| **Cyber security/Insurance** | 50,000 |
| **Current Tax clearance certificate number:** | 3470754JH |

**Terms and Conditions**

The following terms and conditions of engagement, form control for services and set out the entire agreement between you (client) & Shamrock Assist with the exception of details of the rate of pay for any assignments. It also formulates and fixes up a relationship between all parties concerned. These terms may be modified in writing with or without prior notice.

The following definitions will apply:

1. Definitions

a) “Client” refers to any person, General practitioner, surgery, organization, a hospital (public or private including National health service, Health service executive) requiring the services of a Locum from Shamrock Assist.

b) “Locum” refers to any person e.g., a doctor, nurse, midwife, nurse practitioner advance nurse practitioner, or healthcare assistant who has registered with Shamrock Assist in order to be supplied as a Locum to its clients.

c) “Assignment” refers to any activity in Ireland for which a client seeks the services of a locum facilitated by Shamrock Assist.

d) “Rate” refers to the hourly pay negotiated by Shamrock Assist between Locum and the respected client for any assignment.

e) Shamrock Assist or SRA Locum means Shamrock Assist Limited registered in the Republic of Ireland, correspondence address 2nd Floor, 13 Baggot Street Upper, Dublin D04 W7K5

f) IMC means Irish Medical Council, Kingram House, Kingram Place, Dublin,

NMBI Nursing and midwifery board of Ireland, 8/20 Carysfort Avenue, Blackrock, Co. Dublin, A94 R299.

2. The terms and conditions of Shamrock Assist will be deemed accepted if any locum is arranged via its office.

3. Shamrock Assist Locum Services is purely a locum agency that acts as an agent between the locum and the client.

4. All locums registered with Shamrock Assist are not by default SRA employees. All locums when placed in locum positions work as a contractor for the specified period of assignment.

4a. Paragraph 4 applies to all locums whose emollients are generated as a result of work arranged via Shamrock Assist and are paid by a third party.

4b. Exception to paragraph 4 applies when a locum is paid through Shamrock Assist’s payroll.

Shamrock Assist will apply appropriate tax deductions against individual tax codes in line with guidelines governed by The Office of the Revenue Commissioners.

5. Insurance: The hospital/client is responsible to provide adequate insurance coverage under the state indemnity scheme and individual insurance for the doctors, nurses and health care staff placed at a locum assignment.

5a. where the state indemnity scheme for the doctors placed as a locum does not apply i.e., private hospital, GP surgery, all locums are advised to maintain private insurance, in accordance with IMC & GMC guidelines. In-case of Nurses and doctors, individual personal professional insurance is recommended as per IMC and NMBI.

5b. Shamrock Assist administrative work only is fully insured

5c. Where applicable it is the responsibility of the locum and or client to make sure that the locum doctor completes necessary workplace documentation for medical indemnity before he/she commences work.

6. Shamrock Assist will not take responsibility for any locum; the client should address concerns which are not limited to those few mentioned below, to the regulatory bodies IMC NBMI or GMC in case a locum;

6a) Fails to arrive or arrives late to a locum assignment.

6b) Demonstrates Misconduct, breach of duty, irresponsible or unprofessional behavior.

6c) Demonstrates any offending or biased behavior related to age, race, or any type of discrimination physical and verbal.

7. Shamrock Assist is to be informed as soon as possible if the locum fails to show up so that such circumstances are reviewed prior to future assignments placement, and in such exceptional cases, Shamrock Assist is not responsible for circumstances arising from No Show.

7a. In case of absence or No-Show Shamrock Assist will attempt to facilitate and try its best to arrange an alternative on agreed charges.

8. Invoices:

Shamrock Assist will invoice each client,

8a. for each Locum assignment ordered.

8b. Where a Locum assignment is more than a week and less than two weeks, a single invoice will be sent for the two weeks.

8c. Long-term locum assignments will be involved on weekly bases.

8d. In exceptional circumstances where agreed with Shamrock Assist a credit account is allocated to account fortnightly, Monthly, quarterly and yearly invoices can be arranged.

8e. All invoices of locum administration fees will be sent to hospitals/clients showing a complete breakdown of administration charges applied with the amount of VAT charged.

8f. All service users’ clients excluding HSE are subject to credit account approval.

8g. Where an ordering client does not hold a credit account with shamrock assist an advance payment may be required before the Locum order is processed.

8h. Where advance payment is made and more service hours are requested and committed, the follow-on hours will be considered as a new order and will be subject to credit account.

8i. Where locum hours worked are less than ordering hours and where advance payment has been applied all refunds are subject to section clause 8j and its subclauses.

8j. Advance payment refund does not apply where 1. Where the locum has started a journey to ordering clients work place or its provided location and or part of the day has been worked by the locum.

9. All invoices will be payable at the time of issuing.

9a. Any invoices not paid within Twenty (20) days of the date of invoice will result in a late payment administration fee of 5% plus VAT of the total invoice value.

9b. Where payment is delayed to Shamrock Assist beyond thirty days, Shamrock Assist will refer the delayed invoices to an appointed debt collection.

9c. Client shall remain responsible for all additional charges generated as a direct or indirect result of the client’s delayed or non-payment, this includes but is not limited to a late penalty, debt collection agency fees, and legal charges.

10. All payments to Shamrock Assist are accepted via an electronic transfer to our business bank account. Our bank account details can be obtained from our accounts department; by emailing a request to accounts@Shamrockassist.com or calling our office at 01-6854700 or 01-6994321 between 10am-4pm Monday through Friday.

10a. Cash, PayPal, similar services, digital currency, and credit card payments are not accepted.

10b. When transmitting payment to Shamrock Assist, we advise all clients to ensure they transmit funds to the correct account bearing our name and IBAN/SWFT code. Under no circumstances shall Shamrock Assist be responsible for monies transferred into the wrong account.

10c. We accept cheque payments where a client wishes to pay by cheque. (10d applied).

10d. All cheques incur an administration fee of 2.5% of the total invoice.

10e. All cheques are to be posted to our correspondence address.

10f. Any cheques sent and not received in 10 days at our office shall be deemed lost and our invoices will remain payable, from the invoicing date.

10g. Where a cheque issued to Shamrock Assist is bounced/returned or rejected by issuing or receiving bank for any reason whatsoever, the client accepts to pay all bank additional charges and an additional 10% inconvenience fee of the total invoice amount.

11. Shamrock Assist will try its best to completely

screen the Locum, but in any circumstances, will not take any liability, in case of defaults, acts, errors or omission of the locum doctor, nurse, and health care assistant.

12. For all locum’s hourly rate will apply. SRA reserve the right to change the hourly rates without any prior notice.

Timesheet Claims and their associated payments left unclaimed beyond a period of six years will be deemed invalid and Shamrock Assist will not be liable to pay any due emollients at or after a period of six years.

13. For all locum placement requests starting within 24 hours an emergency rate will apply. This rate will be applicable for the First sixteen hours of the locum cover period.

14. Any locum placement for less than eight hours will be charged at.

14a.where agreed at an emergency rate.

14b. when agreed a full day (8 hours) will apply.

14c. Driving time to the client’s address from the shamrock assist office may be applied.

15. Shamrock Assist does not provide any travel or accommodation expenses. If the hospital /client provides such assistance for any locum, this is to be decided before the start of each locum assignment.

16. SRA Charges an administration fee of 7% plus VAT for placing a locum.

16a. Discounted admin rate of 4% will apply, to orders exceeding 1000,000.00 EUR.

17. Any locum once arranged and if cancelled by the hospital/client within 24 hours of commencement of the locum will result in a cancellation charge of 100 Euro plus VAT.

18. All locums are required to fill in timesheets for the hours worked. The timesheet is signed by an authorized person acting on behalf of the Hospital, GP, or other service clients. SRA will pay the locum based on the signed and approved timesheet; the client will be invoiced based on the approved timesheet.

18a. Where SRA is sent timesheet(s), for a single or multiple locum appointment that is not signed by a

representative of the ordering client, SRA will then approve this timesheet with the ordering client in writing before paying the locum. SRA will invoice the client for hours worked based on the approved timesheet.

18b. Payment release to locum is subject to timesheet confirmation and release of payment by ordering client for the given order.

18c. It is the client’s responsibility to ensure that only the correct timesheets are approved. SRA shall not be responsible for any mistakes, omissions, printing errors, or any factor leading to an overpayment to a locum, as a direct or indirect result of a locum’s timesheet that has been approved by the client or an authorized personnel signature or over the phone where timesheet has not been signed by client’s representative at the end of locum shift or shifts.

18d. All timesheet payment must be claimed within 8 weeks after confirmation of assignments time sheet. Any payment delayed on locum contractors is subject to Shamrock Assists’ 5% service charge. Any payment claim delay by locum/contractor due to any reason beyond 12 calendar months is subject to a charge of 12%. This 12% charge applies to all timesheet claim amounts for each additional 12 months.

19. Where a Locum takes up a long-term or permanent post within 6 months of finishing a locum appointment arranged at the same place or client as facilitated by SRA; Shamrock Assist as a locum agency is entitled to charge client/hospital (HSE/NHS) GP surgery or any other client for introduction charges. Clause 19a and 19b will apply.

19a. Introduction charges are calculated and fixed as 7% of doctor/Nurse/Health care assistant total pay for six (6) calendar months.

19b. Locum’s pay will be calculated based on basic and on-call commitment. Where an on-call banding supplement applies SRA charges will be applied as 10% of Basic and on-call banding supplements. Where on-call is paid on hourly bases and hours vary from week to week by the client, an average total hour worked over 8 weeks will be calculated to work out monthly payments. SRA admin charge of 10% will be applied to calculated/projected pay over 6 calendar months.

20. Data protection:

Shamrock Assist Limited is registered with the data protection authority.

20a. We do not release information to third parties.

20b. Where a locum doctor/Nurse/Health care assistant wishes to declare partial or full information to a third party a written request is required in advance. Releasing information can take up to 15 working days.

21. On-Call Services: We provide 24 hours on-call service. We advise you to email us your query. This will be reviewed by our on-call consultant; a decision to call /contact doctors/Nurses/Health care assistants will be made on a case by case. All elective cases are referred to the working day morning team to be dealt with on priority.

22. Disputes:

Where the case is that a dispute has arisen between the client and the locum; Shamrock Assist can only play the role of intermediary between the two parties. Where a complaint is placed against the locum, we will provide both parties to communicate with each other in the hope of an early resolution.

23. Complaints:

All complaints are to be written to contact@sralocum.com All complaints once received, are aimed to be resolved in 21 working days.

24. Shamrock Assist terms and conditions are subject to change without prior notice. SRA ensures all concerned remain informed, please request up-to-date Shamrock Assist Limited terms and conditions before engaging with Shamrock Assist.

-----------------------End of document-----------------------



SRA Locum

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