

NP Locum Request Form
NP Locum Program for Family Physicians (FFS and Salaried)

Date: _____

This special locum request will be approved conditional to the following conditions being understood and agreed upon.

Criteria and Eligibility:

Salaried:

1. The Nurse Practitioner (NP) is registered with the Nurse Association of New Brunswick (NANB)
2. Time frames are outlined in the *Locum coverage for physicians paid in accordance with the Medical Pay Plan* policy and range from 3 weeks to one year, which can be extended if required.

Fee-For-Service:

1. The Nurse Practitioner (NP) is registered with NANB
2. The NP is an employee of an RHA, but is not currently employed as an NP
3. The NP is at risk of not meeting requirements to maintain registration with NANB
4. The NP locum is for a minimum of 8 weeks and a maximum of 6 months
5. The RHA must respect the NBNU Collective Agreement including the Letter of Intent (dated August 20, 2018)

Family physician is FFS or Salaried (check one)

Conditions:

1. The addition of this ____ FTE NP is a temporary arrangement and is only intended to provide primary care services to patients while Dr. _____ (billing # _____) is on _____ leave.
2. The NP must shadow-bill
3. Coverage dates of the NP cannot exceed or overlap the leave dates of the physician. For _____ (your site), this means that Medicare will only cover the cost for the period of _____ (Month/Day/Year), to _____ (Month/Day/Year).
4. The physician's billing number is deactivated in Medicare for the duration of the locum and therefore will be unable to bill Medicare during this specified period
5. The NP will be working in a primary care practice. If a patient requires hospitalization, the NP must transfer care to the **collaborating physician(s)** who is responsible for the hospital care.

Collaborating Salaried Physicians: These services cannot be billed on a fee-for-service basis by salaried physicians. Salaried physicians cannot bill fee-for-service for working collaboratively with the NP. They must shadow-bill these services. Please ensure that the _____ (site) physicians are aware and understand this condition.

6. Funding reimbursement will be managed via the RHA's usual budget amendment process.
7. NP costs are based on: salary, benefits as per the Collective Agreement (e.g. sick and vacation leave) and fringe benefits rate. Premiums such as overtime are not covered. Refer to FN1006 (Request for Budget Amendment) for details. The Medical Staff Office or the RHA Nursing Services undertakes to ensure that Human Resources and Financial Services of its zone/area are involved for payment purposes.
8. FFS physicians will be reimbursed for overhead costs (\$200/day).

Process:

- Step 1: The Medical Staff Office (MSO) and/or physician will consult with their RHA's Nursing Services before sending their request to the DH. The Nursing Services will be requested to verify and agree that the arrangement is an appropriate use of NP resources. Ensure NP is registered with Medicare.
- Step 2: MSO submits the NP Locum Request Form and the Locum Tracker spreadsheet to kimberly.harris@gnb.ca, whereby the MSO's Medical Director approves the request in the Locum Tracker. DH's approval process includes consulting with its Principal Nursing Advisor (Odette Comeau Lavoie).
- Step 3: DH informs RHA (MSO and Nursing Services) once request is approved or denied.

Please sign indicating your understanding and agreement with the conditions outlined above.

Signature/Title:

Administration – Representative of RHA Nursing Services

Physician