

Website Details and Parameters



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1. WEBSITE AESTHETICS

- LocumsOntario is meant to have a user-friendly and clean appearance not dissimilar to other travel booking or rental sites such as [VRBO](#) or [Expedia](#).
- [Photos collected](#) by Dr. Baker to be used in back ground or on slide carousel. Dr. Baker has purchased licences for them.
- Design of scrolling over a static background photo is preferred. Similar to [MyFamilyMD](#), but not cartoonish.
- Colours and button designs to be consistent throughout site.
- Subtle humour throughout is a hallmark of the site.
- Each page will have a link to a help page or explanation.
- The Ad pages will maintained the colour and button scheme. Each ad will have basic information about the Locum Period with the ability for the user to click for more information and to Promote the ad to a higher level of visibility (if the ad is a Free or Top Ad).
- Icons representing the ads to consist of a square map of the community with sashes or insignias for visual recognition of Locum Period features: Urgent Ad; underserved community; Francophone community and suitable for Nurse Practitioner.



Underserved



Francophone



Nurse Practitioner



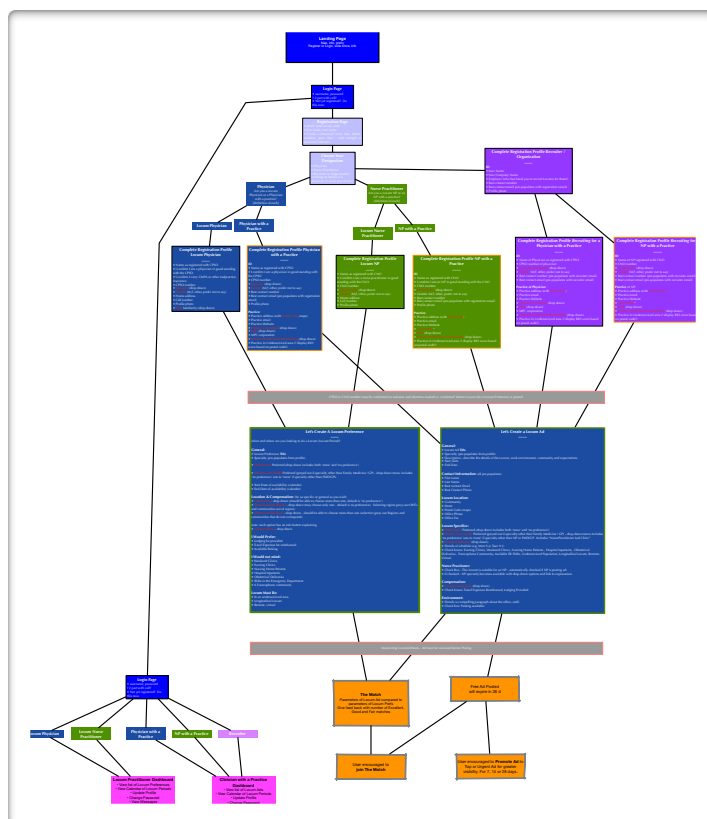
Urgent Ad

2. LANDING PAGE

- Main feature is a Google Map of Ontario overlaid with coloured Ontario Health Regions ***New**.
- Map has flags corresponding to the Locum Ads coloured to represent Family Medicine / GP, Specialist and Nurse Practitioner Ads.
 - FM/GP Blue
 - Specialist Green
 - NP Orange ***New**
 - Urgent Ad Red (regardless of who made it)
 - FM/GP or Specialist suitable for NP to add Orange Glyph in centre. ***New**
- The more flags, the better.
- Flags mapped based on Postal Code or Address of Locum Location practice address.
- Flags may be clicked to bring to Locum Ad if user logged in. If not, user prompted to Log in or create account.
- Page to include information on and features of LocumsOntario.
- Page and Website to include search terms for users to easily find LocumsOntario for searchers.

3. ONTARIO DIVISIONS *new

- Previous LocumsOntario website used divisions of LHIN and Sub-LHIN (Local Health Integrated Network). Current system utilizes Ontario Health Regions (OHR) and Ontario Health Teams (OHT). OHRs consist of multiple OHTs. Each community resides within a particular OHT – with the exception of Toronto and Ottawa.



3.1. ONTARIO COMMUNITIES

3.2. OHR INFORMATION

- [North East Region](#)
- [North West Region](#)
- [East Region](#)
- [Central Region](#)
- [Toronto Region](#)
- [West Region](#)
- [OHR Boundaries mapping](#) - [OHR geographic data link](#)

3.3. OHT INFORMATION

- **North East Region OHTs**
 - [Algoma OHT](#)
 - Cochrane District Ontario Health Team
 - Timiskaming Area OHT
 - Sudbury Espanola Manitoulin Elliot Lake Ontario Health Team
 - [Nipissing Wellness OHT](#)
 - [Maamwesying OHT](#)
- **North West Region OHTs**
 - [All Nations Health Partners OHT](#)
 - Noojmawing Sookatagaing OHT
 - Kiiwetinoong Healing Waters OHT
 - [Rainy River District OHT](#)
- **East Region OHTs**
 - [Archipel OHT](#)
 - [Durham OHT](#)
 - [Frontenac, Lennox & Addington OHT](#)
 - [Great River OHT](#)
 - [Hastings Prince Edward OHT](#)
 - [Kawartha Lakes OHT](#)
 - [Lanark, Leeds and Grenville OHT](#)
 - [Northumberland OHT](#)
 - [Ottawa OHT](#)
 - [Ottawa Valley OHT](#)
 - [Ottawa West Four Rivers OHT](#)
 - [Peterborough OHT](#)
- **Central Region OHTs**
 - [Barrie and Area OHT](#)

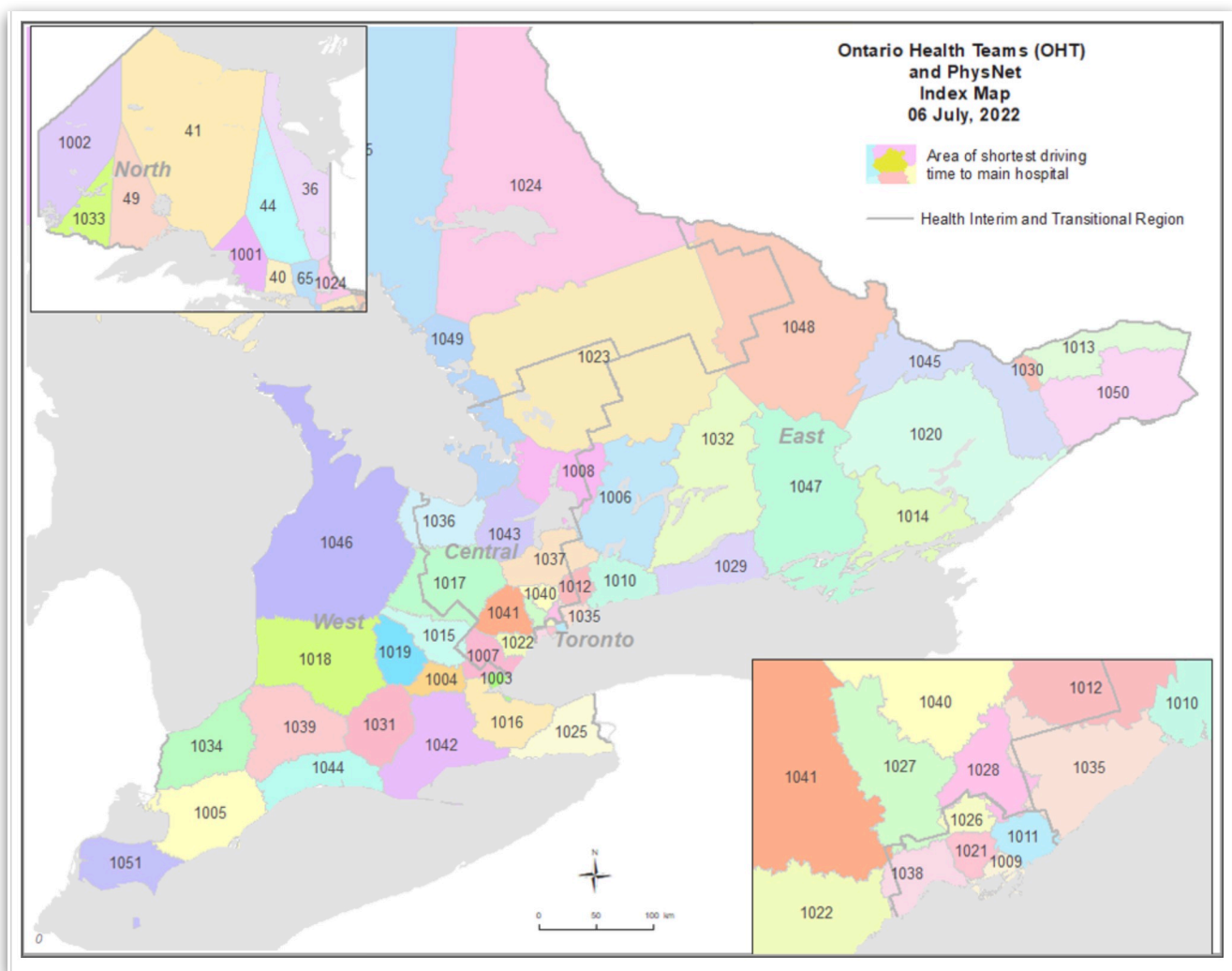
- [Central West OHT](#)
- [Connected Care Halton OHT](#)
- [Couchiching OHT](#)
- [Eastern York Region and North Durham OHT](#)
- [Hills of Headwaters Collaborative OHT](#)
- [Mississauga OHT](#)
- [Muskoka and Area OHT](#)
- [North Simcoe OHT](#)
- [South Georgian Bay OHT](#)
- [Southlake Community OHT](#)
- [Western York Region OHT](#)
- **Toronto Region OHTs**
 - [Downtown East Toronto OHT](#)[East Toronto Health Partners OHT](#)
 - [Mid-West Toronto OHT](#)
 - [North Toronto OHT](#)
 - [North Western Toronto OHT](#)
 - [North York Toronto Health Partners](#)
 - [Scarborough OHT](#)
 - [West Toronto OHT](#)

4. WEBSITE REGISTRATION PROCESS

- Landing page gives option to Login or Register
- Users directed to register using email.
 - Login will be email.
- Code sent to email to confirm.
- Create password 9-64 characters: Letters, numbers, special characters. Consider strength of password indicator.
 - Must be process for 'forgot password' using email.
- Choose designation: Physician; Nurse Practitioner; Recruiter or Health Organization
- Choose position:
 - Physician: Physician with a Practice or Locum Physician
 - Nurse Practitioner: NP with a Practice or Locum NP
- **Users CANNOT change their role once registered.**
 - **In the dashboard (as currently exists), once user attempts to change their role, an email is sent to admin explaining the reason for change.**
- Complete Registration Profile: [red text = drop down menu]

4.1. Physician

- **Physician with a Practice**
 - **Physician Personal Identification**



- Name as registered with CPSO
- Medicine Professional Corporation (if applies)
- I confirm I am a physician in good standing with the CPSO
- I confirm I carry CMPA or other malpractice insurance.
- CPSO number
- **Specialty** (drop down)
- **Gender**
- Best contact email (pre-populates with login email, but can be changed)
- Cell number
- Profile photo (optional. place holder image)
- **Physician Practice Information**
 - Practice address

- Practice email
- Practice Website
- Primary Care Model
- EMR System in place
- Ontario Health Team Membership ***new** [see Appendix 2]
- Is Practice located in Underserved Area? (What is underserved?)
- **Locum Physician**
 - **I have a CPSO number**
 - Name as registered with CPSO
 - I confirm I am a physician in good standing with the CPSO
 - I confirm I carry CMPA or other malpractice insurance.
 - Medicine Professional Corporation (if applies)
 - CPSO number
 - **I do not have a CPSO number ***new****
 - **I am currently enrolled in a Canadian Residency Training Program**
 - Province, University
 - Month and Year of planned graduation from Residency Program.
 - Date compares to current Month and Year. Must be in final year of program to register.
 - **I am a Physician with a planned move to Ontario ***new****
 - **I am currently enrolled in a Foreign Residency Training Program**
 - Country (province, state)
 - Month and Year of planned graduation from Residency Program.
 - Date compares to current Month and Year. Must be in final year of program to register.
 - **I am a Physician licensed to practice outside of Ontario with a planned move to Ontario.**
 - Country (province, state)
 - Month and Year of planned move.
 - Date compares to current Month and Year. Must be within 6 months of move to register.
 - Name
 - Specialty
 - Gender
 - Home address
 - Best contact email (pre-populates with login email, but can be changed)
 - Cell number
 - Profile photo (optional. place holder image)
 - EMR familiarity

4.2. Nurse Practitioner ***new**

- **NP with a Practice**
 - **NP Personal Identification**
 - Name as registered with CNO
 - I confirm I am a Nurse Practitioner in good standing with the CNO
 - CNO number
 - NP Specialty
 - Gender
 - Best contact email (pre-populates with login email, but can be changed)
 - Cell number
 - Profile photo (optional. place holder image)
 - **NP Practice Information**
 - Practice address
 - Practice email
 - Practice Website
 - Care Model
 - EMR System in place
 - Ontario Health Team Membership [\[see Appendix 2\]](#)
 - Is Practice located in Underserved Area? (What is underserved?)
- **Locum Nurse Practitioner**
 - **I am a Nurse Practitioner in Ontario with a CNO License.**
 - Name as registered with CNO
 - I confirm I am a Nurse Practitioner in good standing with the CNO
 - CNO number
 - **I am not a Nurse Practitioner in Ontario with a CNO License.**
 - **I am currently enrolled in a Canadian Nurse Practitioner Training Program**
 - Province, University
 - Month and Year of planned graduation from NP Program.
 - Date compares to current Month and Year. Must be in final year of program to register.
 - **I am an NP with a planned move to Ontario**
 - **I am currently enrolled in a Foreign NP Training Program**
 - Country (province, state)
 - Month and Year of planned graduation from Residency Program.
 - Date compares to current Month and Year. Must be in final year of program to register.
 - **I am a Nurse Practitioner licensed to practice outside of Ontario with a planned move to Ontario.**
 - Country (province, state)
 - Month and Year of planned move.

- Date compares to current Month and Year. Must be within 6 months of move to register.
- Specialty
- Gender
- Home address
- Best contact email (pre-populates with login email, but can be changed)
- Cell number
- Profile photo (optional. place holder image)
- EMR familiarity

4.3. Recruiter / Health Organization ***new**

- **Recruiter Personal Identification**
 - FirstName Lastname
 - Your Company Name
 - Your Employer (who has hired you to recruit on their behalf)
 - Best Contact Number
 - Best contact email (pre-populates with login email, but can be changed)
 - Profile Photo
- **Recruiting on behalf of Physician with a Practice**
 - **Physician Identification**
 - Name of Physician as registered with CPSO
 - CPSO number of physician going on leave.
 - Medicine Professional Corporation of physician (if applies)
 - Specialty of physician
 - Gender of physician
 - Best contact number (pre-populates with recruiter number)
 - Best contact email (pre-populates with recruiter email)
 - **Physician Practice Information:**
 - Practice address
 - Practice email
 - Practice Website
 - Primary Care Model
 - EMR in use
 - Ontario Health Team Membership [\[see Appendix 2\]](#)
 - Is Practice in Underserved area (? display RIO score based on postal code?)
- **Recruiting on behalf of Nurse Practitioner with a Practice**
 - **NP Identification**
 - Name of NP as registered with CNO
 - CNO number of NP

- NP Specialty
- Gender
- Best contact number (pre-populates with recruiter number)
- Best contact email (pre-populates with recruiter email)
- **NP Practice Information:**
 - Practice address
 - Practice email
 - Practice Website
 - NP Care Model
 - EMR in use
 - Ontario Health Team Membership [see Appendix 2]
 - Is Practice in Underserved area (? display RIO score based on postal code?)

5. Users of LocumsOntario

- There will be three types of Users of the website: Those licensed to practice in Ontario (CPSO or CNO); those not yet licensed; and Recruiters

5.1. Licensed Users

- During the registration process, users are asked to provide their name as it appears on the CPSO or CNO website, and their CPSO or CNO license number.
- Email is sent to admin to confirm the information by checking the CPSO or CNO websites.
 - If API exists for these sites, automation would be ideal.
- Once licensure confirmed, User will have full access to LocumsOntario within their designation as a Clinician with a Practice or as a Locum Practitioner.

5.2. Non-Licensed Users: *new

- Three types of non-licensed users will apply: Learners in their final year of training in Ontario; Learners in their final year of training outside of Ontario; and Locum Practitioners planning to move to Ontario for work.
- Final Year of Training: Expected to receive their licence to practice < 1 year.
- Foreign Physicians: Expected to move to Ontario < 6 mo.
- Email to be sent to non-licensed users on 15th of month indicated as month of graduation or move to enquire about CPSO license or new address.
 - User asked to confirm status, update address and update profile with CPSO number or expected Month, Year of attaining CPSO number (must be < 1 year).
 - If hasn't yet moved, user must update their expected date of move (Month, Year). Must be < 6 mo.
 - If no move to Ontario expected, user profile to be deactivated.

5.3. Recruiters / Health Organization: *new

- Recruiters may have multiple Locum Practitioners registered to their profile and place multiple ads.
- LocumsOntario is not a free website for Recruiters.
 - "Free" Ads for Clinicians with a Practice cost \$50 per 28 days for Recruiters.

6. DEFINITIONS

- **Locum Practitioner** = A Physician or Nurse Practitioner looking for temporary work. Includes the terms "Locum Physician" and "Locum NP".
- **Clinician with a Practice** = A Physician or Nurse Practitioner who is on temporary leave from their practice (or who wishes help with their practice) and is in search of a Locum Practitioner to care for their patients. Inclusive of the terms "Doctor with a Practice" and "NP with a Practice". It is expected that the practitioner will be returning to their practice at a later date.
- **Locum Period** = A temporary segment of time during which a Locum Practitioner cares for the patients of an absent Clinician who will later be returning to their Practice. AKA **Locum Opportunity**.
- **Locum Ad** = An advertisement created and posted by a Clinician with a Practice or a Recruiter drawing attention to their need for a Locum Practitioner for a particular Locum Period or Locum Opportunity.
- **Locum Preference** = A series of parameters created by Locum Practitioners used both as a search tool for finding suitable Locum Opportunities and as a tool to match to Locum Ads.
- **The Match** = The internal algorithm that compares parameters of Locum Ads to Locum Preferences, allowing Clinicians with a Practice to authorize communication by LocumsOntario to Locum Practitioners. The Match is authorized for 28 day segments.
- **Promotion** = Raising the visibility of a Locum Ad through colour and positioning on the Locum Ad pages.
- **Longitudinal Locum** = When, instead of replacing a Clinician in their absence, a Locum Practitioner works one to two days per week to lessen the workload of a Clinician while the Clinician remains working.

7. PARAMETER DROP DOWN MENUS

- Allow standardization of response and parameters and the collection of data and statistics for LocumsOntario.
- Lists include companion of Clinician and Locum Practitioner details for default option in list.

Gender	Locum Ad	Locum Preference
Default	No Preference	Prefer not to say
	Male	Male
	Female	Female
		Other

Primary Care Model	Locum Ad	Locum Preference
Default	Not Applicable	No Preference
	Comprehensive Care Model (CCM)	Comprehensive Care Model (CCM)
	Community Health Centre (CHC)	Community Health Centre (CHC)
	Family Health Group (FHG)	Family Health Group (FHG)

Primary Care Model	Locum Ad	Locum Preference
	Family Health Organization (FHO)	Family Health Organization (FHO)
	Family Health Network (FHN)	Family Health Network (FHN)
	Family Health Team (FHT)	Family Health Team (FHT)
	First Nations Agreement	First Nations Agreement
	Group Health Centre	Group Health Centre
	Rural-Northern Physician Group Agreement (RNPGA)	Rural-Northern Physician Group Agreement (RNPGA)
NP Specialty ^{new}	Locum Ad	Locum Preference
Default	Select	Select
	Primary Care	Primary Care
	Adult	Adult
	Pediatric	Pediatric

EMR	Locum Ad	Locum Preference (can select more-than-one)
Default	Select	No Preference
	None	None
	Accuro EMR	Accuro EMR
	Avaros EMR	Avaros EMR
	Cerebrum	Cerebrum
	Cerner	Cerner
	Clinic Information System	Clinic Information System
	Collaborative Health Record (CHR)	Collaborative Health Record (CHR)
	EMR Advantage	EMR Advantage
	Epic	Epic
	GlobeMed	GlobeMed
	Juno EMR	Juno EMR
	Med Access EMR	Med Access EMR
	Meditech	Meditech
	OSCAR EMR	OSCAR EMR
	PS Suite EMR	PS Suite EMR
	Well Health	Well Health
	YES EMR	YES EMR
	YMS EMR	YMS EMR
	Other	Other

Physician Specialty	Locum Ad	Locum Preference
Default	Select	Select
	Family Medicine / GP	Family Medicine / GP
	Addiction Medicine	Addiction Medicine
	Adolescent Medicine	Adolescent Medicine
	Allergy & Clinical Immunology	Allergy & Clinical Immunology
	Anesthesiology	Anesthesiology
	Cardiac Surgery	Cardiac Surgery
	Cardiology	Cardiology
	Cardiothoracic Surgery	Cardiothoracic Surgery
	Child & Adolescent Psychiatry	Child & Adolescent Psychiatry
	Critical Care Medicine	Critical Care Medicine
	Dermatology	Dermatology

Physician Specialty	Locum Ad	Locum Preference
	Developmental Pediatrics	Developmental Pediatrics
	Electrophysiology	Electrophysiology
	Emergency Medicine	Emergency Medicine
	Endocrinology	Endocrinology
	Gastroenterology	Gastroenterology
	General Internal Medicine	General Internal Medicine
	General Pathology	General Pathology
	General Surgery	General Surgery
	Geriatric Medicine	Geriatric Medicine
	Geriatric Psychiatry	Geriatric Psychiatry
	Gynecologic Oncology	Gynecologic Oncology
	Hematology	Hematology
	Hyperbaric Medicine	Hyperbaric Medicine
	Infectious Disease	Infectious Disease
	Interventional Radiology	Interventional Radiology
	Laboratory Medicine	Laboratory Medicine
	Maternal Fetal Medicine	Maternal Fetal Medicine
	Medical Genetics	Medical Genetics
	Medical Oncology	Medical Oncology
	Neonatal-Perinatal Medicine	Neonatal-Perinatal Medicine
	Nephrology	Nephrology
	Neurology	Neurology
	Neuroradiology	Neuroradiology
	Neurosurgery	Neurosurgery
	Nuclear Medicine	Nuclear Medicine
	Obstetrics and Gynecology	Obstetrics and Gynecology
	Occupational Medicine	Occupational Medicine
	Ophthalmology	Ophthalmology
	Orthopedic Surgery	Orthopedic Surgery
	Otolaryngology	Otolaryngology
	Pain Medicine	Pain Medicine
	Palliative Care	Palliative Care
	Pediatric Cardiology	Pediatric Cardiology
	Pediatric Emergency Medicine	Pediatric Emergency Medicine

Physician Specialty	Locum Ad	Locum Preference
	Pediatric General Surgery	Pediatric General Surgery
	Pediatric Hematology	Pediatric Hematology
	Pediatric Respiriology	Pediatric Respiriology
	Pediatrics	Pediatrics
	Physical Medicine & Rehabilitation	Physical Medicine & Rehabilitation
	Plastic Surgery	Plastic Surgery
	Psychiatry	Psychiatry
	Public Health	Public Health
	Radiation Oncology	Radiation Oncology
	Radiology	Radiology
	Respirology	Respirology
	Rheumatology	Rheumatology
	Sports Medicine	Sports Medicine
	Thoracic Surgery	Thoracic Surgery
	Uro-Gynecology	Uro-Gynecology
	Urology	Urology
	Vascular Surgery	Vascular Surgery

NP Care Model ^{*new}	Locum Ad	Locum Preference
Default	Select	Select
	NP as MRP	NP as MRP
	Collaborative Practice Model	Collaborative Practice Model
	NP-Led Clinic	NP-Led Clinic

Canadian Universities with Medical Schools ^{*new}	University
Alberta	University of Alberta
Alberta	University of Calgary
British Columbia	University of British Columbia
Manitoba	University of Manitoba
Newfoundland and Labrador	Memorial University
Nova Scotia	Dalhousie University
Ontario	McMaster University
Ontario	NOSM
Ontario	Queen's University
Ontario	Western University

Canadian Universities with Medical Schools ^{*new}	University
Ontario	University of Ottawa
Ontario	University of Toronto
Québec	McGill University
Québec	Université Laval
Québec	Université de Montréal
Québec	Université de Sherbrooke
Saskatchewan	University of Saskatchewan

Canadian Provinces with NP Programs ^{*new}	University
Alberta	University of Calgary
British Columbia	University of British Columbia
British Columbia	University of Northern British Columbia
British Columbia	University of Victoria
Manitoba	University of Manitoba
New Brunswick	University of New Brunswick
New Brunswick	Dalhousie University
Newfoundland and Labrador	Memorial University
Ontario	Lakehead University
Ontario	Laurentian University
Ontario	McMaster University
Ontario	Queen's University
Ontario	Toronto Metropolitan University
Ontario	University of Ottawa
Ontario	University of Toronto
Ontario	University of Windsor
Ontario	Western University
Ontario	York University
Saskatchewan	University of Saskatchewan

Compensation Type	Locum Ad	Locum Preference
Default	Select	Select
	% Fee for Service	% Fee for Service
	Per Diem	Per Diem

8. CREATING A LOCUM AD

- This is the first step a Clinician or Recruiter is directed to do after their login and registration are confirmed.
- The Base Locum Ad is free for Clinicians but cost \$50 for Recruiters per 28 days.

8.1. Locum Ad Details

- All active ads posted by a Clinician / Recruiter are accessible from the users dashboard.
- **General Info includes:**
 - Locum Ad Title
 - **Start date**
 - **End date**
 - **Specialty** (defaults to registration specialty - cannot be changed)
 - Description of Locum Opportunity (free text with HTML toolbar)
 - Check boxes:
 - This is a Longitudinal Locum Opportunity
 - Locum Suitable for NP
 - This Locum can be performed Virtually
 - C'est une Communauté Francophone
- **Contact Information (defaults to registration info - can be changed)**
 - First Name
 - Last Name
 - Best Contact Email
 - Best Contact Phone
- **Locum Location (mapped - defaults from registration info - can be changed)**
 - **Community** [\[see Appendix 2\]](#)
 - Street Address
 - Unit Number
 - Postal Code
 - Office Phone
 - Office Fax
 - Office Email
 - Office Website
- **Locum Specifics**
 - **EMR** System
 - **Primary Care Model** (if specialty = Family Medicine / GP)
 - **NP Care Model** (if specialty = NP)
 - Greyed out if other specialties
 - **Gender** Preference
 - Schedule Details (free text with HTML toolbar)

- Check Boxes:
 - Evening Clinics
 - Weekend Clinics
 - Nursing Home Patients
 - Obstetrical Deliveries
 - ER Shifts Available
 - Surgical Assisting Available
 - This is an Underserved Community
- **Compensation**
 - Compensation Type
 - Check Boxes:
 - Travel Expenses Reimbursed
 - Lodging Provided.
- **Environment**
 - Environment details (free text with HTML toolbar)
 - Check Boxes:
 - Parking Available
- Mock-up of Locum Ad Posting Template based on design from LocumsOntario 1.0 below.

Post a Locum
My Posted Locums

Post a New Locum Advertisement
Get Help

Locum Advertisement General Info

Title*
eg: Great Locum Opportunity

Specialty*
Family Medicine / GP

Description*
Describe the Locum, office and expectations.

Start date*
mm/dd/yyyy

End date*
mm/dd/yyyy

Longitudinal Locum Experience
☐

Suitable for NP
☐

This Locum can be performed Virtually
☐

C'est une Communauté Francophone
☐

Contact Information

First name*
Jason

Last name*
Baker (Admin)

Best Contact Email*
dr.baker@rogers.com

Best Contact Phone*
416-735-3190

Locum Location

Community*
Toronto

Street
396 St. Clair Ave. W. Loblaws on the file

Postal Code
M5P 3N3

Phone
416-628-9343

Fax

Locum Specifics

EMR System
PS Suite

Primary Care Model
Family Health Organization (PHO)

Gender preference

Schedule Details
eg: Mon 9-4, Tues 9-1

Evening Clinics
☐

ER Shifts Available
☐

Weekend Clinics
☐

Surgical Assisting Available
☐

Nursing Home Patients
☐

Hospital Inpatients
☐

Obstetrical Deliveries
☐

Underserved?
☐

What is Underserved?

Compensation

Compensation Type

Travel Expenses Reimbursed
☐

Lodging Provided?
☐

Environment

Environment details
Tell us something compelling.

Parking Available?
☐

Save Locum Ad

8.2. Locum Ad Promotions

- Promotions are designed to increase the visibility of Locum Ads on the Ads pages.
- NOTE: Locum Ad pages for Physicians with a Practice are separate from NP's with a Practice. The only cross over is Locum Opportunities that are "suitable for an NP" are also displayed on the NP ad pages.
- Free ads are posted for 28 days unless the position is filled.
- Renewal Reminder / Has position been filled email is sent to Clinician / Recruiter one week and one day prior to expiry of Free and Promoted ads.
- Ads may be Promoted for 7, 14 or 28 days. Free version of ad remains present even when Promoted.
- Promotions reset the 28 day countdown.
- Renewing ads always shows promotion option page to entice a promotion.
- Free ads are white and are presented with the most recent ad on top
- Promotions Include:
 - Top Ads - highlighted green and appear on 'top' of the Base ads.
 - Urgent Ads - highlighted red with a red tab on the icon and red colour to the map flag.
 - Urgent ads may not be filtered out when Locum Practitioners run searches using their Locum Preferences.

Promotion Fees	7 day	14 day	28 day
Base Ad (MD / NP)	-	-	\$0.00
Base Ad (Recruiter)	-	-	\$40.00
Urgent Ad	\$60.00	\$110.00	\$180.00
Top Ad	\$40.00	\$90.00	\$120.00

Congratulations, you have created a Locum Ad.

You now have 3 options:

Post your Base Ad.

Your ad appears in white and is searchable by the parameters you have selected. A link to your ad is placed on the map of Ontario...

Click [here](#) for more information

Price: \$0 for 28 days

Post Now!

Place an Urgent Ad!

Get noticed! Your ad is highlighted in red and your icons appears with a red sash. Your ad appears at the top of every search performed by any Locum Physician, regardless of its parameters. It cannot be filtered out...

Click [here](#) for more information

Price: ☐ \$180 for 28 days
☐ \$110 for 14 days
☐ \$60 for 7 days

Post a Top Ad!

Push your ad to the top of the listings. Your ad is highlighted in green and pushed to the top anytime it appears in a search result.

Click [here](#) for more information

Price: ☐ \$120 for 28 days
☐ \$90 for 14 days
☐ \$40 for 7 days

8.3. Locum Ad Expiration

- Free ads that are not renewed expire and are no longer available for viewing / match
- Deactivated and expired ads remain accessible in the Clinician / Recruiter's dashboard. They may be edited with new details, start and end dates to be reactivated without the need to recreate the whole ad from scratch

9. CREATING A LOCUM PREFERENCE

- All Locum Preferences ever created by a Locum Practitioner are accessible from the user's dashboard.
- Locum Preferences may not be edited once saved, but may be deactivated.
- Locum Practitioners are encouraged to create multiple Locum Preferences for different Locum Opportunity options.
- Locum Preferences are used by the Locum Practitioner to search and filter Locum Ads.
- **General Preferences:**
 - Locum Preference Title
 - Start date
 - End date
 - Specialty (defaults to registration specialty - cannot be changed)
 - Start Date
 - End Date
 - Preferred EMR system (defaults to options used when registering - may be changed)
 - Preferred Primary Care Model (if Family Practice / GP Specialty)
 - Preferred NP Care Model (if NP)
 - Greyed-out if other specialty
- **Locum Location & Compensation Preferences** [see Appendix 2]
 - Community
 - Ontario Health Region
 - Ontario Health Team
 - NOTE: Locum Practitioner directed to select only one of Community or OHR or OHT
 - System should automatically identify OHR and OHT if Community is selected (except for Ottawa & Toronto)
 - System should automatically identify OHR if OHT selected.
 - Compensation Type
- **I Would Not Mind:**
 - Check Boxes:
 - Evening Clinics
 - Weekend Clinics
 - Nursing Home Patients
 - Inpatients
 - Obstetrical Deliveries
 - ER Shifts, if Available
 - Surgical Assisting, if Available
 - Une Communauté Francophone

- **I Would Prefer:**
 - Check Boxes:
 - Reimbursed Travel Expenses
 - Provided Lodging
 - Available Parking
 - Locum can be performed Virtually
- **Locum Must Be:**
 - Check Box: In an Underserviced Community

Create Preference

Get Help

General

Preference Name*

Specialty

Start date

EMR System

End date

Primary Care Model

Location and Compensation

Community

Compensation Type

Ontario Health Region

Ontario Health Team

I would Prefer...

Lodging Provided ☐

Parking Available ☐

Travel Expenses Reimbursed ☐

Locum can be performed Virtually ☐

I would not Mind...

Weekend Clinics ☐

Hospital InPatients ☐

ER Shifts, if available ☐

Obstetrical Deliveries ☐

Evening Clinics ☐

Nursing Home Patients ☐

Surgical Assisting, if available ☐

Une Communauté Francophone ☐

Locum Must Be...

Underserviced? ☐

[What is Underserviced?](#)

Save Locum Preference

- Mock up of Locum Preference Template based on LocumsOntario 1.0

10. LOCUM AD PAGES AND APPEARANCE

- The body of Locum Ad pages consist of a certain number of red Urgent Ads on top with a certain number of green Top Ads below them and a certain number of white Base Ads at the bottom.
- Number of Urgent and Top ads per page depends on site aesthetics (Mohit may have best sense of this)... perhaps max 5 urgent, max 3 top, max 8 base.
- Every page should have Urgent Ads listed above Base Ads
- Each ad section lists the most recent ad on top.
- Clicking on the ad icon brings the user to the ad's flag on the map of Ontario
- Clicking on "Read More" opens the full ad which includes the full description of the ads with Locum Parameters and larger location map on a side bar.
- On the top of each Ad Page is an expanding Search Bar that allows users to FILTER ads based on a similar parameters to those used to create Locum Ads and Locum Preferences. (refer to current website)
 - Clinicians can SAVE SEARCH for later - available in their dashboard
 - Locum Practitioners must SAVE LOCUM PREFERENCE when they save the filtered ads. ***new**
- Ads appear slightly different when viewed by Clinicians / Recruiters vs. Locum Practitioners
 - A Clinician / Recruiter sees their ad with:
 - A counter of number times this ad has been viewed ***new**
 - A button to edit this ad
 - When clicked, takes the user back to the Locum Ad template to edit it.
 - A button to promote this ad (if ad is in Top or Base format)
 - When clicked, takes the user to the Ad promotion page.
 - Note: The Base had can have only one corresponding Top or Urgent Promotion. There cannot be multiple promoted versions of the same ad.

Summer in the City! - Toronto - Aug. 14, 2023 to Aug. 28, 2023

Secured 6 years, 3 months ago

Your Advertisement will expire in 3 days - click here if you want to edit the end date and extend the Advertisement.

So... here's the thing. My wife and I rented this great cottage for the last two weeks of August and we love to get a Locum to cover our time away. Looking for 2-3 days per week (ideally MWTF) to cover what are small practices. It's a great modern office of six physicians located in a Loblaw's in mid-town Toronto. FREE PARKING and right on the subway line. We have a nurse and other really nice doctors to help you out.

Locum Details

Specialty	Family Medicine / GP
Start	Aug. 14, 2023
End	Aug. 28, 2023
Hours	Looking for 9-3 MWTF but 9-5 two days weekly would be fine.
EMR System	PS Suite
Primary Care Model	Family Health Organization (FHO)
Gender Preference	None

Compensation Details

Compensation Type	Per Diem Rate
Remuneration Terms	
Travel Expenses	Not Covered

Contact Info

Contact	Dr. Jason Baker (Admin)
Phone	416-725-3190
Address	396 St. Clair Ave. W. Loblaw's on the Mezzanine Toronto, ON M5P 3K3

Miscellaneous Info

Evening Hours?	<input checked="" type="checkbox"/>
Weekend Hours?	<input type="checkbox"/>
Nursing Home Patients?	<input type="checkbox"/>
Hospital Inpatients?	<input type="checkbox"/>
Obstetrical Deliveries?	<input type="checkbox"/>
Lodging Provided?	<input type="checkbox"/>
Environment Details	

This is a practice we have built from the ground up. It is efficient, clean and well run. It's a great opportunity to see how a family practice can work in Toronto.

Location

Community: Toronto
Ontario Health Region: Ontario
Ontario Health Team: Mid-West Toronto OHT

This ad has been viewed 23 times.

We found some potential Matches for your Ad!

1 Good Match

To contact these Locum Physicians, you must enter the Match.

Enter the Match!

Get my Advertisement noticed!

Promote your advertisement, and get noticed! LocumOntario offers the ability to push your ad to the top of the listings.

I really want my ad noticed!

Promote my Ad!

I need to make changes.

Edit my Ad.

- A Locum Practitioner sees the ad with:
 - A button indicating “I am interested in this Locum Opportunity” ***new**
 - When clicked, LocumsOntario sends a message to the Clinician / Recruiter with the Locum Preference’s contact information so the two parties may interact.
 - “By clicking this button I authorize LocumsOntario to send my contact information to the owners of this Ad so that they may contact me.”
 - Agree or “oops, not yet”.

Summer in the City! - Toronto - Aug. 14, 2023 to Aug. 28, 2023

Saved 6 years, 3 months ago

So... here's the thing. My wife and I rented this great cottage for the last two weeks of August and we'd love to get a Locum to cover our time away. Looking for 2-3 days per week (ideally MWF) to cover both small practices. It's a great modern office of six physicians located in a Loblaws in mid-town Toronto. FREE PARKING and right on the subway line. We have a nurse and other really nice doctors to help you out.

Map Satellite

Community: Toronto
Ontario Health Region: Toronto Region
Ontario Health Team: Mid-West Toronto OHT

I am interested in this Locum Opportunity

Locum Details

Specialty	Family Medicine / GP
Start	Aug. 14, 2023
End	Aug. 28, 2023
Hours	Looking for 9-5 MWF but 9-5 two days weekly would be fine.
EMR System	PS Suite
Primary Care Model	Family Health Organization (FHO)
Gender Preference	None

Compensation Details

Compensation Type	Per Diem Rate
Remuneration Terms	
Travel Expenses	Not Covered

Contact Info

Contact	Dr. Jason Baker (Admin)
Phone	416-735-3190
Address	396 St. Clair Ave. W. Loblaws on the Mezzanine Toronto, ON M5P 3N3

Miscellaneous Info

Evening Hours?	Yes
Weekend Hours?	No
Nursing Home Patients?	No
Hospital Inpatients?	No
Obstetrical Deliveries?	No
Lodging Provided?	No
Environment Details	This is a practice we have built from the ground up. It is efficient, clean and well run. It's a great opportunity to see how a family practice can work in Toronto.

- NOTE: In both mock ups above, the information listed under Miscellaneous Info can be open and closed with a click.

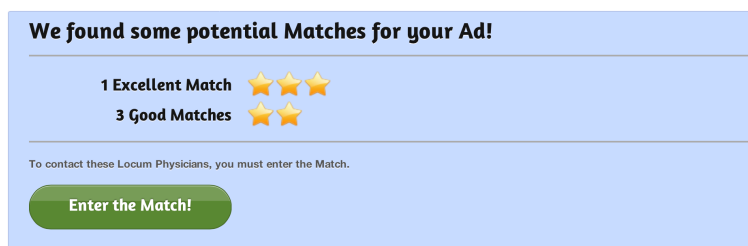
11. DASHBOARD & DROP DOWN MENUS

- **LocumsOntario 2.0** should continue the combination of items from LocumsOntario 1.0
- A **drop down menu** for user options. Once clicked, the drop down menu also opens a **dashboard** display of each of the listed items.
 - Let's add “Refer a Friend” to the Clinician / Recruiter drop down as well.
 - Remove “My Searches” from the Locum Practitioner drop down. Their Searches are saved a Locum Preferences.
- Let's add a **mini calendar** as a graphic visualization of Locum Ads and Locum Preferences for users. ***new**
- The **Menu Bar header** wording should change to: Home, Find a Locum Opportunity, Post a Locum Ad, Information.

12. THE MATCH

- The Match is a scoring algorithm that compares the parameters of Locum Ads to Locum Preferences with a weighted score. The higher the score, the more likely a Locum Practitioner would choose to respond to a Locum Ad.
- Designed to take the chance out of the process of LocumsOntario by bringing the Locum Practitioner directly to the ad.
- Ads are Matched with a score: Excellent; Good or Fair (based on score).
- All Locum Ads receive a score, enticing the Clinician / Recruiter to buy in.
- Clinicians / Recruiters must pay to join The Match to take advantage of it.
- Joining The Match gives the user 28 days of updates regarding every Locum Ad they have posted. Any new Locum Preferences that are created during this time update their Match Score.
- Joining The Match triggers LocumsOntario to send a message to the Locum Practitioner (with the matches Locum Preference) with a link to the Locum Ad that matches their preference.
 - One message is sent per Ad to each matched Locum Preference per 28 days.

The message to the Locum Practitioner indicates whether the potential Match is Excellent, Good or Fair.



12.1. The Match Scoring and Algorithm:

Ad: Specialty	Same?	Score	NP Suitable
Locum Pref Specialty	Yes	0	0
Locum Pref Specialty	No	Stop Match	Stop Match

Ad: Dates	Score								
Locum Pref Dates Exact Match	10								
Locum Pref Date Partial Match	7								
Locum Pref Date No Match	-5								

NOTE: Even if Locum Pref dates overlap the Ad dates by ONE DAY, it counts as a 'Partial Match'

Ad: Location ^{** Appendix 2}	Community	OHT	OHR	Different OHR
Pref: Community	10	diff commun... 7		
Pref: OHT	-	10	diff OHT... 5	
Pref:OHR	-	-	10	diff OHR... Stop Match
Ad: Longitudinal Locum ^{*new}	Longitudinal		Not Longitudinal	
Pref: Longitudinal	7		2	
Pref: Not Longitudinal	4		7	
Ad: Underserved	Underserved		Not Underserved	
Pref: Underserved	7		2	
Pref: Not Underserv.	4		7	
Pref: No Preference	7		7	
Ad: Francophone ^{*new}	Francophone		Not Francophone	
Pref: Francophone	7		3	
Pref: Not Francophone	2		7	
Ad: Remote Locum	Remote Virtual		Not Remote Virtual	
Pref: Remote Virtual	7		2	
Pref: Not Remote Virtual	4		7	
Prev: No Preference	7		7	
Ad: EMR	EMR X in use		No EMR	
Pref: EMR X	5		2	
Pref: No Preference	5		5	
Pref: No EMR	3		5	
Pref: EMR Y	3		2	
Ad: Care Model (Primary or NP)	Care Model X in use		None (Specialist)	
Pref: Model X	5		-	
Pref: No Preference	5		-	
Pref: None	-		5	
Pref: Model Y	3		-	
Ad: Compensation	% Billings		Per Diem	
Pref: % Billings	5		3	
Pref: Per Diem	3		5	
Pref: No Pref	5		5	
Ad: Gender	Male	Female		No Preference
Pref: Male	5	3		5

Ad: Gender	Male	Female	No Preference
Pref: Female	3	5	5
Pref: Not Said	3	3	5
Pref: Other	3	3	5
Ad: Weekends	Weekends	No Weekends	
Pref: Weekends OK	3	3	
Pref: No Weekends	-3	3	
Ad: Evenings	Evenings	No Evenings	
Pref: Evenings OK	3	3	
Pref: No Evenings	-3	3	
Ad: Nursing Home	Nursing Home	No Nursing Home	
Pref: Nursing Home OK	3	3	
Pref: No Nursing Home	-3	3	
Ad: Inpatients	Inpatients	No Inpatients	
Pref: Inpatients OK	3	3	
Pref: No Inpatients	-3	3	
Ad: Obstetrical Deliveries	OB Deliveries	No OB Deliveries	
Pref: OB Deliveries OK	3	3	
Pref: No OB Deliveries	-3	3	
Ad: ER Shifts ^{*new}	ER Shifts Available	No ER Shifts	
Pref: ER Shifts OK	3	0	
Pref: No ER Shifts	0	0	
Ad: Surgical Assisting ^{*new}	Sx Assist Available	No Sx Assist	
Pref: Surgical Assists OK	3	0	
Pref: No Surgical Assists	0	0	
Ad: Lodging	Lodging Provided	No Lodging	
Pref: Lodging	2	0	
Pref: No Pref	2	2	
Ad: Travel Reimbursement	Travel Reimbursement	No Travel Reimbursement	
Pref: Travel	2	0	
Pref: No Pref	2	2	
Ad: Parking	Parking Provided	No Parking	
Pref: Parking	2	0	
Pref: No Pref	2	2	

- Match Score Summary Chart:

Parameter	Max Points	Intermediate Points	Minimal Points	No Match
Specialty	0	-	-	Stop Match
Dates	10	7	-	-5
Location	10	7	5	Stop Match
Condition: Underserviced	7	4	-	2
Condition: Francophone	7	3	-	2
Condition: Longitudinal	7	4	-	2
Condition: Remote, Virtual	7	4	-	2
Condition: EMR	5	3	-	2
Condition: Primary Care Model	5	-	-	3
Condition: Compensation Type	5	-	-	3
Condition: Gender Pref.	5	-	-	3
NotMind: ER	3	-	-	0
NotMind: Surgical	3	-	-	0
Pref: Lodging	2	-	-	0
Pref: Travel	2	-	-	0
Pref: Parking	2	-	-	0
NotMind: Weekend	3	-	-	-3
NotMind: Evening	3	-	-	-3
NotMind: NSG Home	3	-	-	-3
NotMind: Inpatient	3	-	-	-3
NotMind: Obstetric	3	-	-	-3
	95	32	5	-1

- Match Rating and Scores:

Match Points	≥40	25-39	15-24	<15
Category	Excellent	Good	Fair	No Match
Stars	3	2	1	0

13. HELP PAGES

13.1.FAQs

1. [How is LocumsOntario different from other Locums sites I've used?](#)
2. [How does LocumsOntario work?](#)
3. [Why can I advertise my Locum with LocumsOntario for free?](#)
4. [Why would I want to Promote my ad?](#)
5. [How else can I get my ad noticed?](#)
6. [What is the Match?](#)
7. [When will my Ad expire?](#)
8. [Will I receive reminders to renew my ad before it expires?](#)
9. [Hooray, I've found a Locum Practitioner. Now what?](#)
10. [My community has a Ruralty Index \(RIO\) of \$\geq 60\$. How can I apply for the underserviced area stipends?](#)
11. [I am a Locum Practitioner. How does LocumsOntario protect my privacy?](#)
12. [Only part of my Locum has been filled with a Locum Practitioner. How do I get a Locum Practitioner for the remainder of the Locum period?](#)
13. [I am looking for a Locum Practitioner to do a Longitudinal Locum for me – Covering my practice for one day a week on an ongoing basis. Can I use LocumsOntario for this?](#)
14. [I wonder about providing virtual Locum coverage for a clinic from home. Can LocumsOntario help me with this?](#)
15. [I am interested in doing Locums in a particular region of Ontario. How do I search for Locum placements in more-than-one community?](#)
16. [I don't do Obstetrics. Will this stop me from doing a Rural Locum in Family Medicine?](#)
17. [Why should I use LocumsOntario when HealthForceOntario will help me get a Locum?](#)
18. [I don't have a CPSO license, but I'm interested in doing a Locum in Ontario. How can I register with LocumsOntario?](#)
19. [Why do I need a Locum Contract? I've never used one before.](#)
20. [I own a Walk-in Clinic and wish to recruit doctors for shifts. Can I use LocumsOntario for this?](#)
21. [I work as a Clinic Manager or Physician Recruiter. How can I get LocumsOntario to work best for me and my physicians?](#)

1. How is LocumsOntario different from other Locums sites I've used?

LocumsOntario is a dynamic website that utilizes a combination of graphical- and text-based elements to best help Ontario Clinicians and Locum Practitioners find each other. Newly updated to include both Physicians and Nurse Practitioners, each Locum Ad is searchable and automatically flagged on a map of Ontario. The map is divided into OHRs (Ontario Health Regions) and OHTs (Ontario Health Teams) and currently is the most advanced and accurate representation of OHT data available in the province. In contrast, other Locum placement sites are static pages of advertisements that are rarely updated.

2. How does LocumsOntario work?

By registering to LocumsOntario, Physicians and Nurse Practitioners identify themselves as either Locum Practitioners or as Clinicians with a practice. Clinicians describe their practice and create a free, searchable Locum Advertisement that are posted to the site and displayed on Ad Pages and flagged on a map of Ontario. Locum Practitioners create Locum Preferences based on similar parameters including location, remuneration, Locum features and dates of availability. Registered Locum Practitioners may filter Locum Ads using these Locum Preferences. Clinicians and Recruiters may Promote their Ads for better visibility and / or choose to enter The Match, enabling LocumsOntario to bring Locum Practitioners directly to relevant Locum Ads. Despite all of these features, LocumsOntario cannot guarantee you will find a Locum Practitioner for your Locum Period, but we are trying really, really hard to make it happen!

3. Why can I advertise my Locum with LocumsOntario for free?

It's just nice to not have to pay for everything all the time. LocumsOntario was founded on the concept that taking time away from your medical practice is a RIGHT. Taking a break to have babies, raise kids, go on holiday, attend a conference or just reduce your workload is essential to maintain mental health and happiness. You shouldn't have to pay for this right.

4. Why would I want to Promote my ad?

Promoting your ad is a good way to improve the likelihood that it is found. Locum Practitioners are more likely to find a promoted ad because they are colourful and hold a prominent location on Ad pages. Choose "Top of Page" to get your ad moved higher on the Ad pages. Choose "Urgent" to get your ad listed first in all searches, even when it doesn't match. Make your ad Urgent when you need it filled right away. A Base ad is white, a Top ad is coloured green and an Urgent ad is coloured red with a red sash across its icon for better visibility. The easier it is to notice your ad, the more likely a browsing Locum Practitioner is going to find it.

5. How else can I get my ad noticed?

Be creative! For your title, don't just write "Family Doctor needs Locum"... try "Friendly and Fabulous!" In the description of your clinic, include the particulars about how many doctors work there, the staff and how large your practice is... but also include descriptors that depict the ambiance of the office, the attitude of the staff and the friendliness of the patients. Add a line about your community and fun things to do there. Everyone has a busy practice. Make your ad stand out.

6. What is the Match?

The LocumsOntario Match system is the best part of this site. By comparing parameters entered by Clinicians and Recruiters in Locum Ads, to those in the Locum Preferences created by Locum Practitioners, LocumsOntario produces a score card of potential matches. Matches are rated as Excellent, Good and Fair. The closer the match, the higher the rating. Should your ad have a favourable score card, you might choose enter The Match. This enables LocumsOntario to send messages on your behalf to matching Locum Practitioners. The messages contain a link to your Locum Ad, encouraging the Locum Practitioner to review the Locum Opportunity. Entering The Match gives 28 days of messaging to any current or future matching Locum Practitioners.

7. When will my Ad expire?

In order to ensure that ads remain current, all ads expire either 28 days after posting, at the specified end date of the Locum Period, or when the position is filled... Whichever comes first.

8. Will I receive reminders to renew my ad before it expires?

Yes. You will receive reminders to renew your ad both seven days and one day prior to your ad's expiration date. The reminders will also give you the option of promoting your ad or entering the match.

9. Hooray, I've found a Locum Practitioner. Now what?

Congratulations! Finding a Locum is the hard part. The rest is easy. You will be provided with the Locum Practitioner's direct contact information so you can work through specific details of the Locum Period. If you are in a rural community, both you and the Locum Practitioner will contact HealthForceOntario to arrange access to possible stipends. LocumsOntario also recommends signing a Locum Contract to solidify arrangements in writing. Two sample Locum Contracts are provided on the site.

10. My community has a Rurality Index (RIO) of ≥ 60 . How can I apply for the underserved area stipends?

The RIO is the Rurality Index for Ontario (RIO) score, a measure of rurality that ensures funding is specifically targeted to northern and very rural communities. The RIO2008_Basic score is derived from three factors: population (count and density), travel time to a basic referral centre, and travel time to an advanced referral centre. RIO scores are assigned to Statistics Canada census subdivisions (CSDs). HealthForceOntario administers all stipends and is the proper agency to contact. You can confirm your community's Rurality Index for Ontario score [here](#).

11. I am a Locum Practitioner. How does LocumsOntario protect my privacy?

Data on the LocumsOntario website is encrypted and password secured. Locum Practitioner data is not shared with third parties, without your consent! Locum Practitioner contact information is never published and Clinicians must use LocumsOntario to contact matches. Locum advertisers are not given your contact information unless you provide it to them directly.

12. Only part of my Locum has been filled with a Locum Practitioner. How do I get a Locum Practitioner for the remainder of the Locum period?

When you advertise a Locum and you secure a Locum Practitioner for only a part, you will have the option to modify your ad to fill the remaining period.

13. I am looking for a Locum Practitioner to do a Longitudinal Locum for me – Covering my practice for one day a week on an ongoing basis. Can I use LocumsOntario for this?

LocumsOntario now allows Clinicians advertise their interest in a Longitudinal Locum Period. A form of temporary job sharing, a Longitudinal Locum enables Locum Practitioners covers only one or two days per week while the Clinician is still working the other days. This is a great way to reduce work load for Clinicians. Locum Practitioners can arrange multiple, concurrent Longitudinal Locum periods for different Clinicians or in different clinics. Clinicians chose this option when setting up their Locum Ad. Locum Practitioners can select this option in their Locum Preferences.

14. I wonder about providing Virtual Locum coverage from home. Can LocumsOntario help me with this?

Although less common now due to the end of the COVID-19 pandemic, many clinics continue to provide virtual care for their patients. Why not let Clinicians advertise the need for Locum Practitioner help for this type of Locum Period. LocumsOntario now allows this happen. Simply select this parameter when creating a Locum Ad or include it in your Locum Preference. Virtual care is here to stay.

15. I am interested in doing Locums in a particular region of Ontario. How do I search for Locum placements in more-than-one community?

With LocumsOntario you have the option of selecting a Community, an Ontario Health Region (OHR) or an Ontario Health Team (OHT) as your preferred Locum placement. If you are only interested in two communities or neighbouring OHTs, create Locum Preferences for each. Be as general or as specific as you wish.

14. I don't do Obstetrics. Will this stop me from doing a Rural Locum in Family Medicine?

Not all rural primary care Locums require obstetrics. If you are a Family Physician with no interest in deliveries, simply select the proper field in your in your profile and leave the Obstetrics check box blank in your Locum Preference. Most doctors will make other arrangements and will be happy to have you as a Locum Practitioner caring for their practice. The same concept may be true for other aspects of a Locum Period such as, inpatient and nursing home care.

15. Why should I use LocumsOntario when HealthForceOntario will help me get a Locum?

HealthForceOntario does a great job getting physicians, nurses and allied health professionals to communities in Ontario. It has a broad portfolio of which Locum Placement is only a small part. It's Locum advertisements are static and bland. On the other hand, LocumsOntario has only one goal – to get Locum Practitioners together with Clinicians in need.

16. I don't have a CPSO license, but I'm interested in doing a Locum in Ontario. How can I register with LocumsOntario?

It is clear that new grads represent a large segment of the Locum community in Ontario. Locuming is a great way to learn about practice management and practice style to help determine what type of practice one may wish to have in the future. In recognition of this, LocumsOntario now allows residents in their final year of training to have access to the full site. Residents must attest that they are in their final year of training and indicate the date they expect to receive their license to practice in the province. Residents will be reminded to update their profile with a CPSO number once obtained.

NPs or physicians licensed to practice in jurisdictions outside Ontario, with plans to move to the province for work, are required to show proof of current medical or NP licensure or attest to being in the final year of a residency program with a declaration of when the planned move to Ontario will occur.

17. Why do I need a Locum Contract? I've never used one before.

A Locum Contract is a simple document that prevents needless miscommunication. When an agreement is reached between a Clinicians / Recruiter and Locum Practitioner, a Locum Contract a legally-binding document. Having a written version of this agreement just makes good sense. LocumsOntario provides sample contracts that can be modified to fit the terms agreed upon by each party. The more details contained in a Contract, the better it works.

18. I own a Walk-in Clinic and wish to recruit doctors for shifts. Can I use LocumsOntario for this?

No. LocumsOntario is designed with one purpose only, to find Locum Practitioners for temporarily-absent Clinicians. Using this site for any other purpose would be a violation of the terms of use. LocumsOntario is also not intended for filling Emergency Department shifts nor for directly recruiting physicians as associates to a practice.

19. I work as a Clinic Manager, Physician Recruiter, Hospital Administrator or Community Representative. How can I get LocumsOntario to work best for me and my physicians?

LocumsOntario is designed for doctors and nurse practitioners to independently find Locum Practitioners and for Locum Practitioners to find the perfect Locum Opportunity. For this purpose, LocumsOntario is free. LocumsOntario has now been updated to allow organizations or professionals working on behalf of Clinicians to help recruit Locum Practitioners, for a fee. Those registered as a Physician Recruiter or Health Organization will have full access to LocumsOntario and be able to post Locum Ads on behalf of the physicians and NPs they represent.

13.2.How to Created a Wonderful Locum Ad

Creating the right advertisement can be the difference between getting a Locum Physician or NP and not getting one!

On this page, you need to really **sell your Locum opportunity** to all the prospective Locum Physicians or NPs who may be searching for a particular Locum type, or just browsing. Some of the fields are self-explanatory, such as: Locum and Contact Information. However, matches are made on the finer points.

Title

Here's a good example of how a simple **tag line** title for you Locum Period might catch someone's eye. Why say "*I need help!*" when you could say "*Fabulous in Fenlon Falls!*". This title not only relates the location of the Locum, but the nature of the community and the general lightheartedness of your practice.

Description

Be creative. State the facts. Never lie. Use words that might make their Locum experience seem more interesting. Use a sentence or two to describe the practice, where it's located, your office, fun things to do in the community. Why say... "I'm going on maternity leave and I'll be gone for four months. Busy practice, guaranteed income, lots of little kids" when you could say... "I am so blessed to be having my third child and I could really use a hand looking after my young practice when I'm gone. It can be a little busy, but you will be well compensated. The office is organized, the staff is great and there's great fishing nearby."

Start Date & End Date

Enter dates for when your Locum Period is beginning and ending. Locums are always for a limited period of time.

Longitudinal Locum Experience

This is a newer type of Locum Period where you continue working, but you hire a temporary Locum Practitioner (or series of Locum Practitioners) to cover your practice for one or two days per week. This is a nice way to reduce your work load.

Suitable for NP

The role of Nurse Practitioners in Ontario is ever expanding. You have likely come across notes by NPs assessing your patients at various specialty clinics. You may know an NP working in a Family Medicine Clinic or know of an NP-led clinic near you. Well, perhaps you feel an NP can cover your practice while you are absent. Yes, it is still required that a physician is present in most cases, but, it is a reasonable option. Checking this box allows Locum NPs to view your Locum Ad.

Locum can be performed Virtually

Virtual appointments are here to stay and it may be reasonable for the Locum Practitioner to see your patients remotely, rather than in person at your clinic. Consider checking this box if you are open to this concept.

C'est une Communauté Francophone

Ontario has a number of Francophone communities. Check this box if you would prefer the covering Locum Practitioner to be fluent in French.

EMR System

The Locum clinicians will be able to list their preferred systems when hunting for a Locum.

Primary Care Model

Ontario has a variety of Primary Care Models, both for Family Physicians and Nurse Practitioners. Select the model that applies to your clinic. If you are a specialist, select "None" (or the option may be greyed out).

Gender Preference

Don't be afraid to choose one. If your practice is mostly female and you feel it would be in their best interest and yours for the Locum Physician to be female, choose "Female". If you have no preference, select "no preference". Locum clinicians do not have to indicate their gender during registration. Yes, LocumsOntario is just THAT progressive!

Schedule Details

This is a free-form section in which you can list the days and hours you wish the Locum to work. You can put in as much information as you wish here. Ideally, the Locum Physician is working the same days and hours as you do. However, you might wish to reduce the hours to a minimum to lower your costs – Of course, that might mean more work for you when you return.

Evening and Weekend Hours

It's OK to request these of your Locum clinician. These clinic hours may be a vital part of your practice. Altering the hours too much during the Locum Period again may mean more work for you when you return. Spin evening or weekend clinics as a positive aspect of the Locum experience. But, be open, if need be, be ready to negotiate.

Nursing Home and Hospital Inpatients

Don't be surprised if the Locum Physician is a little timid about working in a hospital again or seeing elderly patients in a nursing home. They may wish to negotiate these aspects out of the Locum Period and concentrate more on your office practice. They may require some direction and orientation to the hospital or nursing home. On the other hand, you can sell these features as a great learning opportunity for someone who has not yet settled on their own practice. If you are hesitant, you may ask a colleague to care for your inpatients or nursing home patients while you are away instead of expecting the Locum clinician to do so.

Obstetrical Deliveries

Not all Family Practice Locum clinicians will be comfortable with obstetrics. Many will seek it out specifically and you should highlight this aspect of your Locum Period wherever possible. However, you will likely cater to a larger audience if you consider having a colleague or your call group cover your obstetrical responsibilities for a brief Locum period.

Emergency Department Shifts Available

You may have this option available if you are a Family Doctor in a small community. This may be attractive for your Locum Clinician. ER shifts may be available to the Locum Clinician even if you don't do them personally.

Surgical Assisting Opportunities Available

This activity may also be a feature available and desirable to a Locum Physician should your practice be located in a small community with a hospital.

Underserved

This is a very important parameter. Interested Locum clinicians can double check the status of your community as defined by the Ministry of Health. Underserved Locums may be eligible for per diem and travel grants through [HealthForceOntario](#). When this box is checked, an *Underserved* sash appears across the map icon of the ad, highlighting it further. Click for more Underserved information.

Compensation Type

There are generally two accepted forms of compensation for Locum clinicians: Percentage fee for service and Per diem rate. Select the one you are offering here. In general, fee-for-service Specialists or Family Physicians in a

Family Health Group or Comprehensive Care Model will select % Fee for service. The actual percentage is negotiable but typically now is around 70% for the Locum Physician, 30% for the Doctor. Physicians and NPs in an Alternate Funding Plan, Family Health Organization, Network or Team may prefer a Per Diem compensation. Ensure that, for primary care practitioners, the Locum Physician is granted Locum status in your primary care group before billings are submitted. This way outside use is minimized. In either case, compensation regarding non-OHIP income should be negotiated separately. Income to consider includes: Direct billings, WSIB, delayed payments and non-insured services when a patient has purchased a block fee. Having a Locum Contract is a good idea. The days of verbal contracts and a hand shake are at an end. Keep the contract simple and use simple terms. Include in it every item you had negotiated. Click [here](#) to view some sample Locum Contracts. Feel free to copy and modify them for your own use.

Travel Expenses and Lodging

These are of more importance for Rural Locums where housing and transportation may be difficult. Your community may have funds set aside to support attracting Locum clinicians for their weary practitioners. Larger cities certainly don't have this. If you are going away, it might be very attractive to offer your own home for the Locum clinician to stay in.

Environment

It is expected that the Locum period will come with wifi, internet access and possibly a dedicated computer - especially if you are using an EMR. If you require the Locum clinician to use their own laptop in the office, make this clear. It is unlikely that available parking will make a Locum clinician decide not to enjoy the learning experience of your Locum opportunity. However, simple office travel may mean a great deal to the Locum clinician. Checking this box might make the difference between a Good Match and an Excellent Match.

Environment Details

This is the best place to put further information about your staff, the efficiency of the office, the number of other practitioners present and other features that a Locum clinician would want to know. Enticing aspects to your practice recounted in this section might give your Locum Ad an advantage over those that leave this section blank.

13.3.What the Heck is a Locum Preference?

A Locum Preference is your way of telling LocumsOntario when, and what kind of Locum you wish to do.

Create a separate Locum Preference for each period of time you have available to do a Locum. Let's walk through how to do this...

Preference Name

Naming your Preference is a way for you to tell them apart. You can call them anything you like – No one sees the name but you. Try names like "Spring 2024" or "Just after my BC trip".

Specialty

This drop down menu selection should default to your specialty. If it doesn't, just select it.

Start Date & End Date

Each Locum Preference must have a unique beginning and end. LocumsOntario will be comparing your availability to the dates posted in the Locum Ads. Should you have a particularly long Locum availability, it is possible that you will be matching to a number of Locum Periods during that time. When this occurs, you should deactivate the initial Locum Preference period and create new ones... **For example:** Your Locum Preference is for the months of April and May, but you match to a Locum Ad for a two week Locum Period in the last week of April and the first week of May (right in the middle of your availability). It is then best to create two NEW Locum Preferences: The first encompassing the first three weeks of April and the second encompassing the last three weeks of May!

EMR System

Listed in this drop down menu are the common EMR systems in Ontario. Choose the one you might prefer for this Locum. Choose multiple if you wish. If you do not have a preference, select "no preference". If you prefer paper charts, choose "None". It might be fun to test out an EMR you have never used before.

Primary Care Model

Ontario has a variety of Primary Care Models, both for Family Physicians and Nurse Practitioners. Select the model that you might be most interested in working. If you have no preference, select "no preference". If you are a specialist, select "None" (or the option may be greyed out).

Location

You have three options for where you would like to find a Locum Opportunity. You may select a Community, an Ontario Health Region (OHR) or an Ontario Health Team (OHT). **Choose only ONE!** LocumsOntario already knows which communities reside in which OHR. Most communities are only part of one OHT. Exceptions exist for larger centres, such as Toronto and Ottawa. The choices are here so you may be as general or as specific as you wish. **For example:** You might prefer the City of Kitchener. However, if you would be fine with any of the communities in the Kitchener area, you might select the KW4 OHT. If anywhere in the region is fine, you could select the entire West Region OHR. The broader your preference, the more likely you will find a suitable Locum.

Compensation Type

There are generally two accepted compensation types for Locum Practitioners: *Percentage Fee-for-Service* and a *Per Diem Rate*. The type advertised mostly depends on the Specialty or Primary Care Model the in which the Clinician works. If you have a preference, select it here. If you do not have a preference, select "no preference". For fee-for-service remuneration models, such as Comprehensive Care Model and Family Health Groups - as well as most specialties - you will likely be offered a percentage of your billing. Some clinics may have a group billing number for you to use from which you receive a percentage of your billings. For Alternatively funded clinics - such as Family Health Organizations (FHO), Family Health Networks (FHN), Family Health Teams (FHT) or AFP Specialists – a Per Diem rate is most common. NP's typically get an hourly wage, but this could be converted to a Per Diem rate. Don't forget to ask about non-OHIP billings. You should be able to negotiate a separate rate for direct patient and WSIB billings.

Locum Environment Preferences

It is assumed that every Locum environment will come with internet and computer access. However, some clinics may ask you to use your own laptop for patient encounters. Some clinics have parking included for practitioners. If you need a parking space, check the box. If you are traveling to a remote location for your Locum Period and

you would prefer help with lodging or expenses, check these boxes. Smaller communities will often have incentive funds to help find Locum Practitioners for their Clinicians. If the clinician is travelling, they may offer you their home as lodging for the duration of the Locum period.

Things you Want and Don't Want to do during your Locum Opportunity

For these aspects of the Locum Period, leave boxes unchecked for the Locum features in which you have no interest. For some, weekend and evening hours are less desirable while nursing home and hospital inpatient work seem daunting. Of course, the occasional evening or weekend clinic might be very important for the clinician's practice and getting back to nursing home and hospital work might be very enjoyable and rewarding. Family Physicians in smaller communities are sometimes responsible for shifts in the local emergency department or help the local surgeon with surgical assisting for their own patients. Don't discount these options too quickly – especially if you are doing a rural Locum. Primary care obstetrics is a little different. Check this box if you are interested in keeping up your obstetrical and delivery skills. Leave it blank if this is not a skill you wish to entertain. Are you fluent in French? There are many Francophone communities in Ontario that may need your help.

Underserviced Locums

The Ministry of Health has created special programs and funding opportunities for Locum Physicians working in underserviced or rural areas. These programs are administered by [HealthForceOntario](#). Check this box if working in an Underserviced community is ideal for you. Underserviced designation is based on the community's (or neighbourhood's) [RIO](#) (Rural Index) score.

13.4.What is Underserviced?

That's a Good Question!

HealthForceOntario (HFO) is the government-funded recruitment agency that administers the underserviced and rural Family Medicine and Specialist Locum Programs in Ontario. The programs they run are relatively complex, but worth your while to review if you are interested in being a Locum Physician in a rural or northern community.

Locum placements in these regions carry monetary and travel incentives that benefit both the Locum Physician, the Doctor and the underserviced community.

Learn More about the Ontario Physician Locum Programs

As the definition of 'underserviced' will, no doubt, change with the politics of the province, for simplicity, LocumsOntario asks the Doctor to indicate whether their community is deemed underserviced by HFO. Advertisements for Locums in underserviced communities are indicated by a red '**Underserviced**' sash.

LocumsOntario does not differentiate between Rural and Northern communities. However, Locum Physicians are entitled to higher levels of incentives depending on the rurality of the community and the number of Doctors practicing in the community.

Learn More about the Rural Family Medicine Locum Program (RFMLP)

The degree of rurality of a community is measured by the *Rurality Index of Ontario (RIO)*. The algorithm calculating a community's RIO changes every few years. It's best for you to confirm the RIO of the advertised Locum directly. It is generally the case that a community with an $RIO \geq 60$ is considered underserviced. However, very small

communities may be considered underserved with an RIO as low as 40. Communities with an RIO ≥ 75 have the greatest incentives for Locum Physicians.

Click Here to find the RIO of your community.

13.5.What is an Ontario Health Region?

With the dissolution of the Local Health Integrated Networks (LHINs), the Government of Ontario, in their wisdom, has divided the province into six Ontario Health Regions, designed to efficiently group resources, funding and supports to different areas and populations. The Regions aim to improve population health outcomes, improve patient experience and improve front-line provider experience – All at better value. In addition, Ontario Health Regions direct implementation of changes to the health system and monitor health care performance. Within each OHR are a series of Ontario Health Teams.

13.6.What is an Ontario Health Team?

The Ontario Health Team (OHT) is the foundation upon which healthcare is now provided in the Province. There are currently 57 OHTs registered, each serving a specific geographical area or population. The goal of the OHT is to ensure that everyone benefits from better coordinated and more integrated care. The concept is that an OHT is centred around patients, families and caregivers. By strengthening local services, care will become better coordinated and easier for users to navigate the Health System and transition between providers. OHTs incorporate all the services of a local area including: Primary care; acute care; emergency care; home care; chronic care and residential care. Moreover, OHTs concern themselves with mental health and addiction services, palliative care, laboratory services and other social and community support services.

14. EMAILS AND MESSAGING TO USERS ***new**

- Welcome to LocumsOntario
- Access Granted (CPSO confirmed, CNO confirmed etc.)
- Congratulations
 - You are now registered as a Locum Physician / Locum Nurse Practitioner. Now let's create a Locum Preference. LocumsOntario can then help you find the perfect Locum Opportunity for you.
 - You are now registered to LocumsOntario. Now let's create your first Locum Ad. LocumsOntario can then help you find the perfect Locum Practitioner for you.
- Automated
 - People are viewing your Locum Ad.
 - It's been 3 months since you last created a Locum Preference.
 - It's been 6 months since you last created a Locum Ad.
 - How was your experience with LocumsOntario?
 - Ability to create simple polls (or extract email subsets requesting feedback or suggestions).

15. COUPONS AND PROMOTIONS ***new**

- Admin to have ability to create Coupons for various events, milestones or groups.
- Coupons may be one-time / single user, multi-user with and expiry date or be automatically applied based on user status.
- Ontario Medical Association (OMA) - allow ability for Physicians to enter their OMA number when registering to gain access to an automatic discount (need to confirm with OMA 1st).
- Nurse Practitioners' Association of Ontario (NPAO) - allow ability for NPs to enter their NPAO member number when registering to gain access to an automatic discount code (need to confirm with NPAO).
- Conference special coupons
- Milestone coupons after a number of ads placed or Locum Preferences created.

16. WEBSITE TERMS OF USE

LocumsOntario | Terms of Use

Please read these Terms of Use carefully before using this website.

LocumsOntario is an online community marketplace and matching service designed to connect Locum Practitioners to Ontario Physicians and Nurse Practitioners for the purpose of caring for their patients during a temporary absence. LocumsOntario provides a platform for Clinicians and Recruiters to post Locum Ads to advertise their need for Locum help and allows Locum Practitioners to create Locum Preferences to search these Locum Ads. LocumsOntario also uses an algorithm to compare like parameters of Locum Ads and Locum Preferences to help find the best fit for both parties.

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- c. Violates any law; or
- d. Advocates illegal activity.

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Purchases and Payment

LocumsOntario accepts the following forms of payment:

- PayPal
- Credit Card ***new**

You agree to provide current, complete, and accurate purchase and account information for all purchases made via LocumsOntario. You further agree to promptly update account and payment information, including email address, payment method, and payment card expiration date, so that we can complete your transactions and contact you as needed. HST will be added to the price of purchases as compelled by law. LocumsOntario may change prices at any time. All payments shall be in CDN.

You agree to pay all charges at the prices then in effect for your purchases, and you authorize us to charge your chosen payment provider for any such amounts upon placing your order. We reserve the right to correct any errors or mistakes in pricing, even if we have already requested or received payment.

We reserve the right to refuse any order placed through the LocumsOntario. We may, in our sole discretion, limit or cancel quantities purchased per person or per order. These restrictions may include orders placed by or under the same customer account, the same payment method, and/or orders that use the same billing address. We reserve the right to limit or prohibit orders that, in our sole judgment, appear to be placed by agents pretending to be someone else.

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All sales are final and no refund will be issued.

Moreover, any payment placed towards a Locum Ad which is deemed incongruent with the Terms of Use of LocumsOntario or by agents falsely representing their relationship to the Physician or Nurse Practitioner of note, will not be refunded when the advertisement is removed from the site.

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- The type of opportunity or specialty should be included in the title of the posting;
- Postings shall include all pertinent information related to the opportunity;

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- warrant that any such Submission and/or Contributions are original to you or that you have the necessary rights and licenses to submit such Submissions and/or Contributions and that you have full authority to grant us the above-mentioned rights in relation to your Submissions and/or Contributions; and
- warrant and represent that your Submissions and/or Contributions do not constitute confidential information.

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We may remove or edit your Content:

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We cannot guarantee LocumsOntario will be available at all times. We may experience hardware, software, or other problems or need to perform maintenance related to our website resulting in interruptions, delays, or errors. We reserve the right to change, revise, update, suspend, discontinue, or otherwise modify LocumsOntario.ca at any time or for any reason without notice to you. You agree that we have no liability whatsoever for any loss, damage, or inconvenience caused by your inability to access or use LocumsOntario during any downtime or discontinuance of the site. Nothing in these Legal Terms will be construed to obligate us to maintain and support our website or to supply any corrections, updates, or releases in connection therewith.

Corrections

There may be information on LocumsOntario that contains typographical errors, inaccuracies, or omissions, including descriptions, pricing, availability, and various other information. We reserve the right to correct any errors, inaccuracies, or omissions and to change or update the information on the website at any time, without prior notice.

Contact Us

In order to resolve a complaint regarding LocumsOntario or to receive further information regarding use of LocumsOntario.ca, please contact us at:

LocumsOntario
2 Walmsley Blvd.
Toronto, Ontario M4V 1X6
Canada
contact@locumsonario.ca

17. WEBSITE PRIVACY POLICY

LocumsOntario | Privacy Policy

Notice of Collection

LocumsOntario is collecting personal information from individuals to assist in connecting Ontario Physicians and Nurse Practitioners with Locum Practitioners for the purpose of caring for their patients during a temporary absence.

By registering with LocumsOntario you are authorizing our collection of your personal identification information.

If you have any questions or concerns about this collection of personal information, contact us as below.

Committed to Your Privacy

LocumsOntario recognizes and respects your right to privacy, and is committed to protecting it.

LocumsOntario follows the best practices identified in Canadian Standards Association Model Code for the Protection of Privacy when collecting, using, and disclosing personal information.

Information We Collect about You

During the registration process, LocumsOntario will collect the following information from you:

- Personal Contact information: Your name, address, phone number, and e-mail address
- Professional Contact information: Your Practice address, phone number, and e-mail address.
- The name of your Medicine Professional Corporation - if applicable
- License number and status with the CPSO or CNO
- Your employer's name - In the capacity for which you are recruiting Locum Practitioners

This information will be used to contact you and to provide information about the registration process for internationally educated health professionals in Ontario. The information will also be aggregated into a non-personally-identifiable report to assist us in enhancing our services.

There are a number of fields on the form that are identified as being optional. This information is used to improve the quality of our reporting so that we may enhance our services. You do not need to provide this information. You will still have access to our services should you choose not to provide it.

Sensitive Information:

We do not process sensitive information.

Payment Data:

We may collect data necessary to process your payment if you make purchases, such as your payment instrument number, and the security code associated with your payment instrument. All payment data is stored by Paypal. You may find their privacy notice link(s) here: <https://www.paypal.com/ca/legalhub/privacy-full>.

All personal information that you provide to us must be true, complete, and accurate, and you must notify us of any changes to such personal information.

Information automatically collected:

We automatically collect certain information when you visit, use, or navigate the Services. This information does not reveal your specific identity (like your name or contact information) but may include device and usage information, such as your IP address, browser and device characteristics, operating system, language preferences, referring URLs, device name, country, location, information about how and when you use our Services, and other technical information. This information is primarily needed to maintain the security and operation of our Services, and for our internal analytics and reporting purposes.

Like many businesses, we also collect information through cookies and similar technologies.

The information we collect includes:

- *Log and Usage Data.* Log and usage data is service-related, diagnostic, usage, and performance information our servers automatically collect when you access or use our Services and which we record in log files. Depending on how you interact with us, this log data may include your IP address, device information, browser type, and settings and information about your activity in the Services (such as the date/time stamps associated with your usage, pages and files viewed, searches, and other actions you take such as which features you use), device event information (such as system activity, error reports (sometimes called "crash dumps"), and hardware settings).

Use of Personal Information

We process your personal information for a variety of reasons, depending on how you interact with our Services, including:

- **To facilitate account creation and authentication and otherwise manage user accounts.**
We may process your information so you can create and log in to your account, as well as keep your account in working order.

- **To deliver and facilitate delivery of services to the user.** We may process your information to provide you with the requested service.
- **To respond to user inquiries/offer support to users.** We may process your information to respond to your inquiries and solve any potential issues you might have with the requested service.
- **To enable user-to-user communications.** We may process your information if you choose to use any of our offerings that allow for communication with another user.
- **To request feedback.** We may process your information when necessary to request feedback and to contact you about your use of our Services.
- **To post testimonials.** We post testimonials on our Services that may contain personal information.
- **To protect our Services.** We may process your information as part of our efforts to keep our Services safe and secure, including fraud monitoring and prevention.
- **To evaluate and improve our Services, products, marketing, and your experience.** We may process your information when we believe it is necessary to identify usage trends, determine the effectiveness of our promotional campaigns, and to evaluate and improve our Services, products, marketing, and your experience.
- **To identify usage trends.** We may process information about how you use our Services to better understand how they are being used so we can improve them.
- **To determine the effectiveness of our marketing and promotional campaigns.** We may process your information to better understand how to provide marketing and promotional campaigns that are most relevant to you.

We may process your information if you have given us specific permission (i.e., express consent) to use your personal information for a specific purpose, or in situations where your permission can be inferred (i.e., implied consent). You can withdraw your consent at any time.

In some exceptional cases, we may be legally permitted under applicable law to process your information without your consent, including, for example:

- If collection is clearly in the interests of an individual and consent cannot be obtained in a timely way
- For investigations and fraud detection and prevention
- For business transactions provided certain conditions are met

- If it is contained in a witness statement and the collection is necessary to assess, process, or settle an insurance claim
- For identifying injured, ill, or deceased persons and communicating with next of kin
- If we have reasonable grounds to believe an individual has been, is, or may be victim of financial abuse
- If it is reasonable to expect collection and use with consent would compromise the availability or the accuracy of the information and the collection is reasonable for purposes related to investigating a breach of an agreement or a contravention of the laws of Canada or a province
- If disclosure is required to comply with a subpoena, warrant, court order, or rules of the court relating to the production of records
- If it was produced by an individual in the course of their employment, business, or profession and the collection is consistent with the purposes for which the information was produced
- If the collection is solely for journalistic, artistic, or literary purposes
- If the information is publicly available and is specified by the regulations

Disclosure of Information

We may need to share your personal information in the following situations:

- **Business Transfers.** We may share or transfer your information in connection with, or during negotiations of, any merger, sale of company assets, financing, or acquisition of all or a portion of our business to another company.
- **When we use Google Maps Platform APIs.** We may share your information with certain Google Maps Platform APIs (e.g., Google Maps API, Places API).
- **Business Partners.** We may share your information with our business partners to offer you certain products, services, or promotions.

Our Stance on Third Party Websites

The Services may link to third-party websites, online services, or mobile applications and/or contain advertisements from third parties that are not affiliated with us and which may link to other websites, services, or applications. Accordingly, we do not make any guarantee regarding any such third parties, and we will not be liable for any loss or damage caused by the use of such third-party websites, services, or applications. The inclusion of a link towards a third-party website, service, or application does not imply an endorsement by us. We cannot guarantee the safety and privacy of data

you provide to any third parties. Any data collected by third parties is not covered by this privacy notice. We are not responsible for the content or privacy and security practices and policies of any third parties, including other websites, services, or applications that may be linked to or from the Services. You should review the policies of such third parties and contact them directly to respond to your questions.

Cookies and Other Tracking Technologies

We may use cookies and similar tracking technologies (like web beacons and pixels) to access or store information. Specific information about how we use such technologies and how you can refuse certain cookies is set out in our Cookie Notice.

Retention of Personal Information

We will only keep your personal information for as long as it is necessary for the purposes set out in this privacy notice, unless a longer retention period is required or permitted by law (such as tax, accounting, or other legal requirements). No purpose in this notice will require us keeping your personal information for longer than the period of time in which users have an account with us.

When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymize such information, or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible.

Keeping Your Information Safe

We have implemented appropriate and reasonable technical and organizational security measures designed to protect the security of any personal information we process. However, despite our safeguards and efforts to secure your information, no electronic transmission over the Internet or information storage technology can be guaranteed to be 100% secure, so we cannot promise or guarantee that hackers, cybercriminals, or other unauthorized third parties will not be able to defeat our security and improperly collect, access, steal, or modify your information. Although we will do our best to protect your personal information, transmission of personal information to and from LocumsOntario is at your own risk. You should only access LocumsOntario within a secure environment.

Minors

We do not knowingly solicit data from or market to children under 18 years of age. By using the Services, you represent that you are at least 18 or that you are the parent or guardian of such a minor and consent to such minor dependent's use of LocumsOntario. If we learn that personal information from users less than 18 years of age has been collected, we will deactivate the account and take reasonable measures to promptly delete such data from our records. If you become aware of any data we may have collected from children under age 18, please contact us at privacy@locumsontario.ca.

Your Privacy Rights

In Canada, you have certain rights under applicable data protection laws. These may include the right (i) to request access and obtain a copy of your personal information, (ii) to request rectification or erasure; (iii) to restrict the processing of your personal information; and (iv) if applicable, to data portability. In certain circumstances, you may also have the right to object to the processing of your personal information. You can make such a request by contacting us by using the contact details provided in the section "HOW CAN YOU CONTACT US ABOUT THIS NOTICE?" below.

We will consider and act upon any request in accordance with applicable data protection laws.

Withdrawing your consent:

If we are relying on your consent to process your personal information, which may be express and/or implied consent depending on the applicable law, you have the right to withdraw your consent at any time. You can withdraw your consent at any time by contacting us by using the contact details provided in the section "HOW CAN YOU CONTACT US ABOUT THIS NOTICE?" below.

However, please note that this will not affect the lawfulness of the processing before its withdrawal nor, when applicable law allows, will it affect the processing of your personal information conducted in reliance on lawful processing grounds other than consent.

Opting out of marketing and promotional communications:

You can unsubscribe from our marketing and promotional communications at any time by clicking on the unsubscribe link in the emails that we send, or by contacting us using the details provided in the section "Questions or Complaints" below. You will then be removed from the marketing lists. However, we may still communicate with you — for example, to send you service-related messages that are necessary for the administration and use of your account, to respond to service requests, or for other non-marketing purposes.

Account Information:

If you would at any time like to review or change the information in your account, you can:

- Log in to your account settings and update your user account.

Upon your request to terminate your account, we will deactivate or delete your account and information from our active databases. However, we may retain some information in our files to prevent fraud, troubleshoot problems, assist with any investigations, enforce our legal terms and/or comply with applicable legal requirements.

Cookies and similar technologies: Most Web browsers are set to accept cookies by default. If you prefer, you can usually choose to set your browser to remove cookies and to reject cookies. If you choose to remove cookies or reject cookies, this could affect certain features or services of our Services. You may also [opt out of interest-based advertising by advertisers](#) on our Services.

If you have questions or comments about your privacy rights, or should you wish to terminate your account, you may email us at privacy@locumsonario.ca.

Controls for Do-Not-Track Features

Most web browsers and some mobile operating systems and mobile applications include a Do-Not-Track ("DNT") feature or setting you can activate to signal your privacy preference not to have data about your online browsing activities monitored and collected. At this stage no uniform technology standard for recognizing and implementing DNT signals has been finalized. As such, we do not currently respond to DNT browser signals or any other mechanism that automatically communicates your choice not to be tracked online. If a standard for online tracking is adopted that we must follow in the future, we will inform you about that practice in a revised version of this privacy notice.

Notification of Changes

We may update this privacy notice from time to time. The updated version will be indicated by an updated "Revised" date and the updated version will be effective as soon as it is accessible. If we make material changes to this privacy notice, we may notify you either by prominently posting a notice of such changes or by directly sending you a notification. We encourage you to review this privacy notice frequently to be informed of how we are protecting your information.

Questions or Complaints?

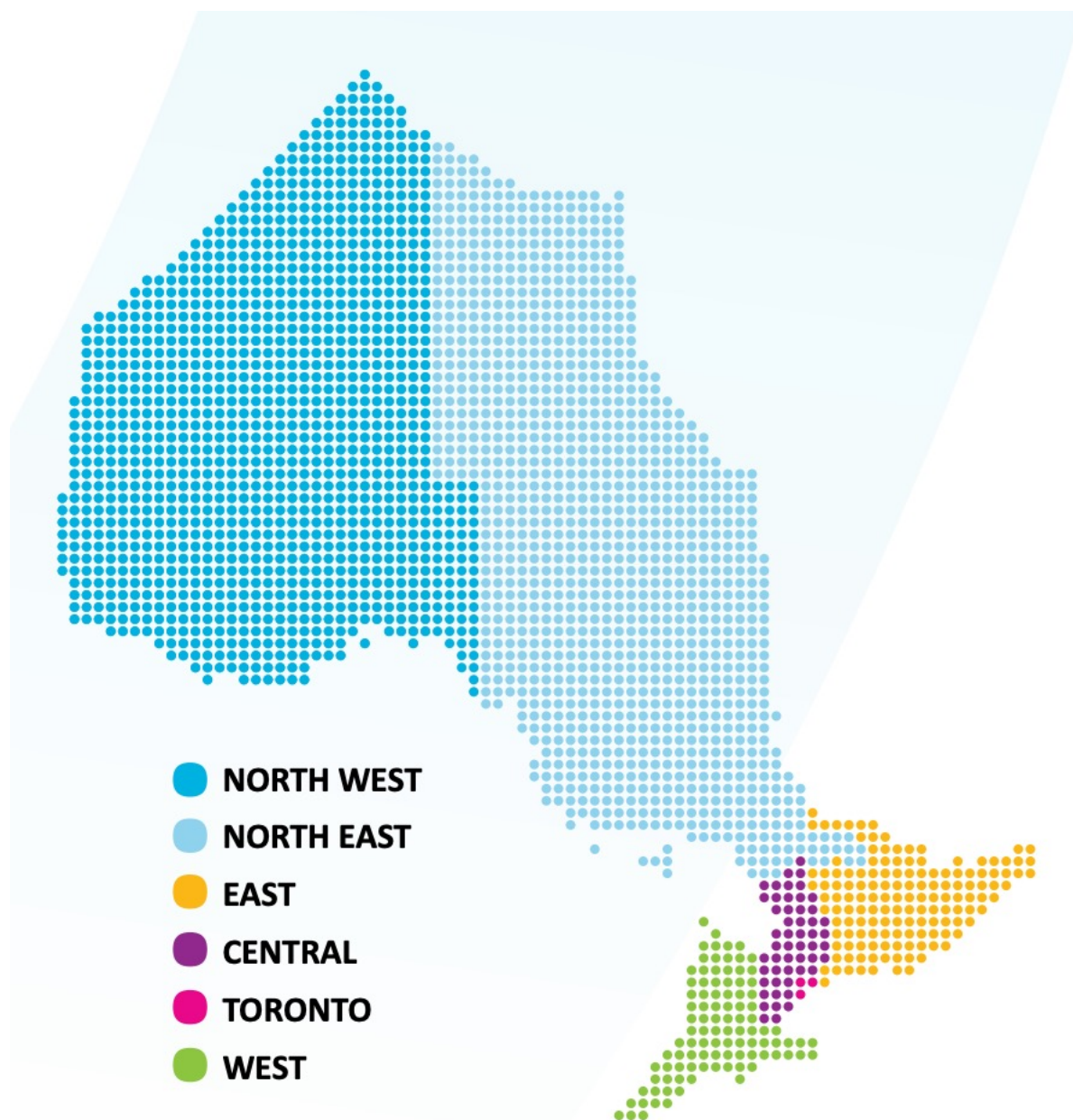
If you require further information about how LocumsOntario protects your privacy or have a complaint related to LocumsOntario collection, usage or disclosure of your personal information, please contact:

LocumsOntario
2 Walmsley Blvd.
Toronto, Ontario M4V 1X6
Canada
privacy@locumsonario.ca

18. COMPREHENSIVE ADMIN PAGE / INTERFACE NOTES / WEBSITE FUNCTIONS

- Admin page interface must be simple, straight forward and comprehensive.
- Admin should have access to ALL aspects, features and settings of LocumsOntario and have the ability to change all and any parameters and wording.
- Automated housekeeping features must be set to run nightly, weekly, monthly to ensure proper ongoing operations of the site.
- Registration Rules: ***new**
 - No duplication of CPSO or CNO numbers for registered users.
 - No duplication of Cell phone numbers or emails for registered users.
 - This reduces the likelihood of Users owning multiple accounts in different names
- Admin to have ability to
 - Merge User Profiles. ***new**
 - Delete user profiles, if requested
 - Freeze a User Profile for improper use of web site (preventing email, CPSO, CNO, cell phone numbers from being re-registered to site) ***new**
 - Send ad hoc emails to various groups and subgroups (or be able to extract emails for MailChimp). For Example:
 - All Physicians of particular specialty
 - All NPs
 - All Recruiters
 - All Ad creators working in a particular OHR / Community / OHT
 - All users
 - All Locum Practitioners
- LocumsOntario should be able to collect statistics from the site, such as:
 - Number of registered Locum Practitioners and subgroups of this.
 - Number of registered Clinicians
 - Number of registered Recruiters
 - Percentage of Locum Ads that result in a successful Locum Practitioner hire.
- Users should be able to view their paid promotions and entrance into Match and view receipts for payments.
- Users should be able to regain access to their account via message to email or text if they forgot a their password.
- LocumsOntario will now make space for both Google and Private Ads in the form of sidebar advertisements and banner advertisements ***new**
 - Ads must have standard administration
 - Automated for Google Ads
 - 28 day expiry for Private Ads.

Appendix 1: Map of Ontario Health Regions



Appendix 2: Clarification of Match Scoring, Location.

Ad: Location <small>** See End Notes</small>	Community	OHT	OHR	Different OHR
Pref: Community	10	diff commun... 7		
Pref: OHT	-	10	diff OHT... 5	
Pref:OHR	-	-	10	diff OHR... Stop Match

Match Scoring Explanation using examples:

Locum Ad is for experience located in Chatham, Ontario.
Chatham is part of the Chatham-Kent Ontario Health Team.
This OHT is located in the West Ontario Health Region.

If Locum specifies working in Chatham... 10 pts.

If Locum only specifies working anywhere in Chatham-Kent OHT.... 10 pts.

If Locum only specifies working anywhere in West OHR... 10 pts.

If Locum specifies working in a different community, that is part of the same OHT (i.e Dresden) 7 pts.

If Locum specifies working in a different OHT in the same OHR (i.e. Grey Bruce OHT) ... 5 pts

If Locum specifies working in a different OHR (i.e. East OHR) ... stop Match

NOTE: LocumsOntario should have a database to identify which communities are associated with which OHTs and which OHTs are located within which OHRs.

ALSO NOTE: Although MDs and NPs may know the community and OHT in which they work, they may not yet be familiar with the OHR. The name of the OHR should be populated automatically once the community name is selected.

FURTHER NOTE: Not all MDs (and perhaps NPs) have yet joined an OHT. They may be lone practitioners who have not been swept up in the new health divisions. The option of 'None' should be included in the drop-down for OHT to which the practice belongs. It would be nice to have the OHR automatically selected once the community is entered by the advertising Physician / NP / Recruiter.