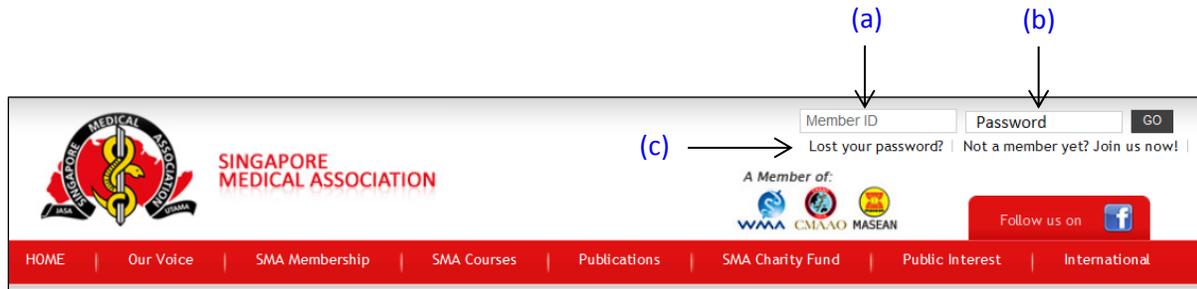


Locum Online – Step By Step Guide

STEP 1: Logging into your SMA membership portal (<http://www.sma.org.sg>)

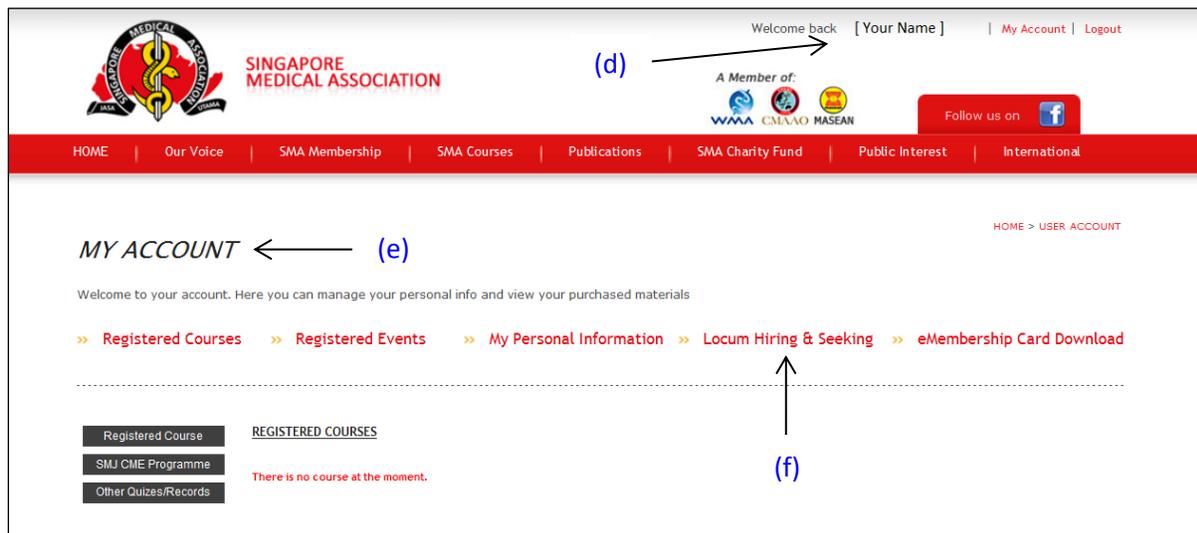


Member ID: your email address registered with SMA (a)

Password: your password (b)

If you forgot your password, please use the "Lost your password?" function. (c)

STEP 2: Navigating your personalised **My Account** page once you have logged in successfully.



Navigate your personalised **My Account** page (d) & (e)

Click on **Locum Hiring & Seeking** (f)

STEP 3: Exploring the **LOCUM ONLINE** page.

This page allows you to view the two lists available for clinics which are hiring locums and locums who are seeking job opportunities, and post accordingly.

Click on **SEEKING (g)** or **HIRING (h)** to view the respective lists.

- Seeking (for locums who are sourcing for available jobs)
- Hiring (for clinics which are keen on employing locums)

Welcome back **Your Name** | [My Account](#) | [Logout](#)

SINGAPORE MEDICAL ASSOCIATION

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HOME | Our Voice | SMA Membership | SMA Courses | Publications | SMA Charity Fund | Public Interest | International

HOME > USER ACCOUNT

MY ACCOUNT

Welcome to your account. Here you can manage your personal info and view your purchased materials

[» Registered Courses](#) [» Registered Events](#) [» My Personal Information](#) [» Locum Hiring & Seeking](#) [» eMembership Card Download](#)

[LOCUM ONLINE: HIRING & SEEKING](#)

(g) (h)

Click to go to the full list of Locum listed under **SEEKING and **HIRING****
A simple Step by Step guide to Posting to Locum Online for our members is now available. [pdf]

Please note:

1. This site is strictly for Members' use only. Members are not allowed to post on behalf of Non-members.
2. Only medical doctors who are on the SMC Register AND has a valid and active Practising Certificate are allowed to practise as locums in Singapore. Those who do not have an active Practising Certificate should not list their name.
3. Each member is allowed 1 posting and the latest posting will overwrite the previous one made.
4. Each posting is valid for 3 months and you will need to return to this site to repost your request if necessary.
5. To remove your posting from the list, un-check the box "Include me in Locum..." before clicking on "Submit". You can return at any time to post again by checking the box "Include me in Locum..."

Should you encounter any problem with this site, do approach locum@sma.org.sg or 6223 1264 for assistance.

STEP 4: Accessing the **SEEKING** and **HIRING** lists

Click on the names in the **SEEKING** or **HIRING** list to view their contact details (i)

Search functions are also available for you to filter the list according to your preferences (j)

SMA MEMBERSHIP HOME > SMA MEMBERSHIP > LOCUM LISTING > SEEKING: VIEW POSTING

Adjust font size : **A A**

SMA CALENDAR ▾

| December 2014 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

SEEKING: VIEW POSTING ▾

A simple Step by Step guide to Posting to Locum Online for our members is now available. [\[pdf\]](#)

Preferred Location :

Date Available : (DD/MM/YYYY)

Rate Per Hour :

} (j)

Post your locum seeking request now.

| No | Date Posted | Name | Preferred Location | Dates Available | Rate Per Hour |
|----|-------------|--------|-------------------------------|---|---------------|
| 1 | 25/12/2014 | Dr ABC | | • 06/03/2015 to 18/12/2015 Fridays only from MARCH 2015 8am to 4pm only | \$100 |
| 2 | 21/12/2014 | Dr QRS | Northeast, Central. | • 14/01/2015 to 30/06/2015 Wednesday/Thursday AM and PM Saturdays AM | >90/hr |
| 3 | 18/12/2014 | Dr XYZ | Eastern and Central Singapore | • 26/12/2014 to 09/01/2015 | \$100 |

(i) arrows point to Dr ABC, Dr QRS, and Dr XYZ in the table above.

STEP 5: Uploading a post for locum jobs

Please read the Terms & Conditions carefully before you proceed, as some of your details will be automatically included in the form. If you wish to post your availability or requirements for locum jobs, you could follow the steps below:

- i. Tick the appropriate box under **Hiring Locum** or **Seeking Locum** (k)
- ii. Complete the rest of the details or change them where necessary (m)
- iii. Enter selected dates under **Date Available** in DD/MM/YYYY format or use the embedded calendar. Remarks or other requirements can also be added into the **Time Slot/Days/Remarks** box (eg. "8.30am to 5.30pm", "mornings only", "Wed & Fri only") (n)
- iv. Click **Add** once all the fields are completed (o)
- v. Repeat steps (iii) & (iv) for additional dates. If you wish to change your dates or comments, click on the word "delete" beside the date and repeat steps (iii) & (iv).
- vi. If everything is in order, tick the "I have read the Terms & Conditions already" box. (p)
- vii. Click **Submit** to post. (r)

Before you proceed, please read the **Terms & Conditions** carefully.

Hiring Locum Include me in Locum Hiring Listing *

Salutation : Dr
Name : Your Name
MCR Number : Your MCR No.

PRACTICE CONTACTS

Name of Clinic/Institution * :

Location * :

Address Line 1 * :

Address Line 2 :

Address Line 3 :

Postal Code * :

Country : Singapore

Phone * :

Hp :

Fax :

Email :

Rate Per Hour (SGD) * :

Date Required * : TO

Time Slot/Days/Remarks

I confirm that I am SMA Member : Yes No

"I understand that Locum Online is to be used specifically for **Locum purposes ONLY, and NOT Recruitment.**"

I have read the **Terms & Conditions** already.

* Required fields

Seeking Locum Include me in Locum Seeking Listing *

Salutation : Dr
Name : Your Name
MCR Number : Your MCR No.

Professional Indemnity * :

Gender * :

Year of Graduation * :

Phone * :

Hp :

Fax :

Email :

Preferred Location :

Rate Per Hour (SGD) * :

Date Available * : TO

Time Slot/Days/Remarks

I confirm that I am SMA Member : Yes No

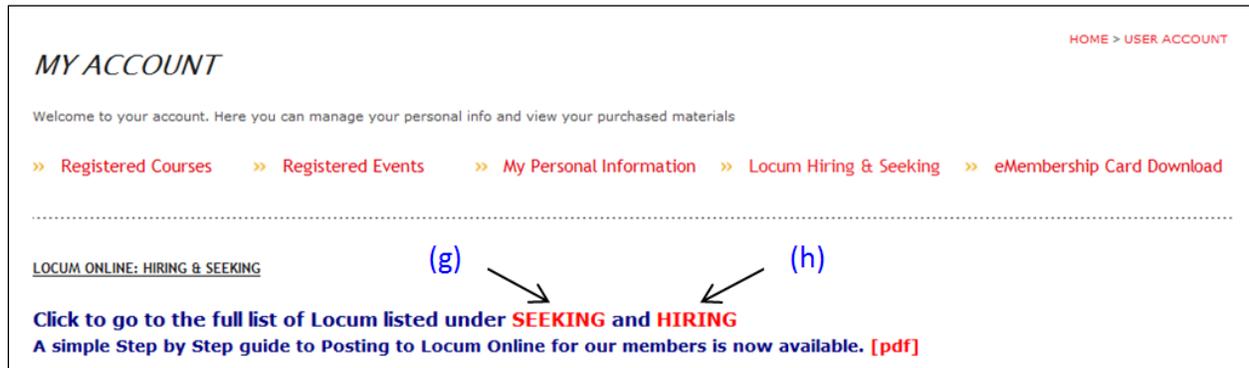
"I understand that Locum Online is to be used specifically for **Locum purposes ONLY, and NOT Recruitment.**"

I have read the **Terms & Conditions** already.

* Required fields

STEP 6: Managing your post for locum jobs

You can view your posted details by scrolling up and clicking on **SEEKING (g)** or **HIRING (h)** as shown below.



The screenshot shows the 'MY ACCOUNT' page with a navigation menu. The menu includes 'Registered Courses', 'Registered Events', 'My Personal Information', 'Locum Hiring & Seeking', and 'eMembership Card Download'. Below the menu, there is a link for 'LOCUM ONLINE: HIRING & SEEKING'. Two arrows point from the letters '(g)' and '(h)' to the words 'SEEKING' and 'HIRING' respectively in the text below. The text reads: 'Click to go to the full list of Locum listed under **SEEKING** and **HIRING**. A simple Step by Step guide to Posting to Locum Online for our members is now available. [pdf]'

This locum list is a self-serve portal. You can come back anytime to update your dates available or required by changing the relevant fields and click **Submit** again to re-post.

To remove your post, uncheck the box at Step 1 and click **Submit**. You can come back again anytime to re-post at your convenience.

If you encounter any problems or difficulties, please call the membership department at 6223 1264 ext. 19 or 20 and we will be happy to guide you.

Thank you for using the Locum Online portal!