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)
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)
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)

Click Submit to post. (r)
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.

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!