**✍️ How to use this template**

1. Edit the sections below with your own non-negotiables.
2. Share this with practices before confirming a booking (or add it to your locum terms).

Setting your non-negotiables protects your wellbeing, ensures fairness, and helps create the conditions for excellent patient care.

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### **Disclaimer**

This template is provided as a guidance tool only. It does not constitute legal advice and should not be relied upon as such. Locum veterinary professionals are encouraged to adapt the content to reflect their own circumstances and seek independent legal or professional advice where necessary. By using this template, you acknowledge that responsibility for the final wording and its use rests solely with you.

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# **Locum Veterinary Professional – Non-Negotiables**

Dear [Practice Name],

In order to provide safe, effective, and professional veterinary care while maintaining high standards of wellbeing for both myself and the patients, I work within the following non-negotiable terms. These ensure clarity for both parties and support a smooth working relationship.

### **I will not:**

* Undertake procedures I do not ethically support (e.g. declawing, ear cropping, convenience euthanasia, non-medical tail docking).
* Perform surgeries or procedures outside my scope of practice or where I do not feel clinically competent (e.g. orthopaedics, BOAS surgery, complex exotics).
* Work in circumstances where adequate staff support is not provided (e.g. sole charge without nursing support, no receptionist cover on busy consulting days).
* Work without access to appropriate equipment and facilities (e.g. anaesthetic monitoring, imaging equipment, PPE).
* Exceed safe working hours (e.g. >10–12 hours without proper breaks, multiple consecutive overnight shifts without recovery time).
* Prescribe medications without access to a full clinical history or accurate records.
* Accept payment outside of the agreed timeframe (**[X] days from invoice date**).
* Undertake duties unrelated to my role that compromise patient care (e.g. cleaning kennels during consulting hours, reception cover if not agreed).

### **I require:**

* At least one uninterrupted break of **[X minutes]** during the working day.
* A clean, safe, and private area to take breaks.
* Adequate clinical support (e.g. RVN/ANA for anaesthetics, reception team for client flow, second vet for OOH if needed).
* Access to functioning, safe, and well-maintained equipment (e.g. monitoring tools, dental x-ray, oxygen, suction).
* Access to patient records, diagnostic results, and practice protocols.
* Clear communication in advance regarding:  
  + Shift times and expected duties (consults, surgery, OOH, sole charge).
  + Emergency protocols (e.g. referral procedures, blood donor availability, CPR protocol).
  + Any practice-specific systems (e.g. PMS, insurance processing, repeat prescriptions).
* Confirmation of the agreed rate of pay and payment terms in writing prior to the start of the booking.
* A designated point of contact on site (e.g. Head Nurse, Practice Manager, or Lead Vet).
* Reasonable adjustments to ensure safety and wellbeing (e.g. safe handling policies, staff trained in restraint, backup for aggressive patients).

By setting out these terms clearly, I aim to ensure that my work supports excellent patient care, client communication, and team collaboration, while protecting the wellbeing of everyone involved. I kindly ask that these non-negotiables are acknowledged and upheld during my time at your practice.

Sincerely,  
 [Your Full Name]  
 [Your Role / Qualifications]  
 [Contact Information]