

## Locum Tenens Procurement Readiness Checklist

**Instructions:** For each statement, check the box that best reflects your organization's current state. Use the scoring rubric at the end to assess overall maturity.



### Governance and Ownership

- Procurement has defined ownership or shared accountability for locum tenens sourcing.
- Roles and responsibilities across finance, medical staff, physician recruitment, and department leaders are documented.
- Locum engagements follow standardized enterprise policies.



### Intake and Approval

- A standardized intake process exists for locum tenens requests.
- Requests are reviewed for clinical necessity and duration.
- Procurement and finance review occurs prior to contract execution.



### Contracting and Supplier Management

- Standard contract templates are used for locum engagements.
- Supplier performance and compliance are monitored.
- Supplier proliferation is actively managed.



### Rate Benchmarking and Fair Market Value

- Market benchmarks inform locum rate decisions.
- Escalation paths exist for above-market rates.
- Rates align with specialty and geographic norms.



### Spend Visibility and Analytics

- Enterprise-wide locum spend visibility exists.
- Spend is tracked by specialty and department.
- Reporting is shared with leadership regularly.



### Technology Enablement

- Technology supports intake, approvals, and documentation.
- Contract and rate data are centralized.
- Manual, email-based workflows are minimized.



## Scoring Rubric



#### 0-4 Checked FOUNDATIONAL

Your processes are largely informal and reactive. Governance and intake structures are still developing, with limited standardization across teams.



#### 5-9 Checked DEVELOPING

Some key elements are in place, but gaps in visibility, benchmarking, and coordination remain. Processes are limited by fragmented systems or manual workflows, where early VMS capabilities can introduce structure.



#### 10-14 Checked ESTABLISHED

Your organization has meaningful structure in place. Data, supplier management, and workflows are more consistent, but may still exist across multiple systems. Expanding VMS adoption can help connect these areas and improve efficiency.



#### 15-18 Checked ADVANCED

You are operating with strong coordination and visibility. Workflows, data, and supplier management are aligned within a centralized, VMS-enabled model, enabling more proactive decisions.