

## Removing / reactivating locums in staff list

In the screenshot below we have a qualified optometrist on a locum contract.

Active Staff Inactive Staff All Staff

**Staff** Add Staff

Staff Name	Primary Staff Group	Primary Role	Data Quality
1 Bruce Banner	Optometrists	Qualified Optometrist	✓
2 Han Solo	Admin/Non-clinical	Practice Manager	✓

To remove them from your active staff but leave them available to work at a future point, click into the member of staff and scroll down to their active role. Enter a termination date for the role.

**Optometrists - Qualified Optometrist**

**Staff Role**

\* Staff Group: Optometrists

\* Role: Qualified Optometrist

\* Start Date in Role: 19 Mar 2026

\* Source of Recruitment: Self Employed

\* Contract Type: Locum

\* Requires Independent Prescriber: No

\* Record Hours As: Hours

Working Hours (per Week): 0.00

Contracted Hours (per Week): 0.00

\* Registration Number: 01-99885

Termination Date:

Reason For Leaving: Choose from below...

Destination: Choose from below...

Save

This will make the member of staff inactive, and they will move to the inactive section of the staff overview.

Active Staff Inactive Staff All Staff

**Staff** Add Staff

Staff Name	Primary Staff Group	Primary Role	Data Quality
1 Bruce Banner	Optometrists	Qualified Optometrist	✓

If the member of staff returns to complete locum work, go to the inactive section and click into the member of staff and scroll to the staff roles section.

Click the add new role button and complete the required role details. Click save and the new role has been added as an additional role. This however does not make the member of staff active.

## Staff Roles Add New Role

▼ Primary Role

▼ Additional Roles

### Staff Role

* Staff Group	Optometrists	* Role	Qualified Optometrist
* Start Date in Role	19 Mar 2026	* Source of Recruitment	Other Optometry Practice
* Contract Type	Locum	* Requires Independent Prescriber	No
* Record Hours As	Hours	Working Hours (per Week)	10.00
Contracted Hours (per Week)	10		
* Registration Number	01-99885		

Save

To make the staff active scroll to the additional role and click the make primary role button.

Make Primary Role Save

This will now make the staff active again and they will appear in the active section of the staff overview.