



EMPLOYMENT DOCUMENTATION

Is your practice's employment documentation in line with the requirements under the new Fair Work Act and the National Employment Standards?

With the introduction of the new workplace relations laws, it is timely for members to review all employment documentation to ensure compliance with the new Modern Awards (established under the Fair Work Act 2009) and the National Employment Standards. The AMA(SA) has updated 'letter of appointment' templates available for medical, nursing and clerical employees. The templates are available electronically and are designed to enable you to easily tailor them to the specific needs of your practice. The template document package includes:

- Letter of appointment
- Confidentiality agreement
- Practice code of conduct
- Job and position descriptions

To complement this service, the AMA(SA) also offers a number of informative seminars that are held throughout the year. The seminars cover a range of topics, including:

- Understanding employment contracts
- Health Professionals and Support Services Award 2010
- Nurses Award 2010
- Disciplining staff and terminating employment *fairly*

For further information on how these seminars can help your practice, or to register, please visit www.amasa.org.com or email Meryn Elliott on meryn@amasa.org.au.

To order employment documentation packages, simply fill out the details below and send it back to us.

Request form/Tax Invoice (when paid) - please retain for tax purposes

Cheques payable to the Australian Medical Association (SA) ABN : 91 028 693 268

PO Box 134 North Adelaide SA, 5006, Fax 8267 5349. *Please note that delivery may take up to 7 days.*

Name: AMA(SA) Member Number:

Business/practice name:

Address:

Phone: Fax:

Mobile: Email:

Employment documentation packages you would like to order (please tick relevant box):

	AMA(SA) member	Non-member
Clerical staff (Health Professionals and Support Services Award)	<input type="checkbox"/> \$100	<input type="checkbox"/> \$200
Nursing staff (Nurses Award 2010)	<input type="checkbox"/> \$100	<input type="checkbox"/> \$200

Payment amount: Cheque Amex Visa Mastercard Diners

Card number: Expiry date:

Card name: Signature: