



## WORKPLACE RELATIONS

BY AMA QUEENSLAND

# TOOLKIT

The Workplace Relations Toolkit is a 12-month subscription where subscribers can access the most up-to-date resources and templates created by our workplace relations specialists, with the medical industry in mind. The below provides an overview of some of the resources you will be able to access.

- ▶ *Private Practice Webinar Series* – a series of webinars conducted throughout the year on topical private practice issues including legislation changes, human resources considerations, and more.
- ▶ Employment contract templates for employees covered by the *Health Professionals and Support Services Award 2020*, the *Nurses Award 2020* and employee doctors.
- ▶ Tailored employment contract support including drafting of Individual Flexibility Agreements and Grossed-up Wage contracts.
- ▶ Deed of confidentiality for employees.
- ▶ *Workplace Relations News* monthly newsletter, which provides practical guidance on topical workplace relations and human resources issues relevant to private practices.
- ▶ *Practice Manager Affiliate* subscription, which includes a monthly newsletter.
- ▶ Free attendance to AMA Queensland Workplace Relations in-person seminars and conferences.
- ▶ Workplace Relations manuals including:
  - ▶ The *Employee Handbook* (workplace policies);
  - ▶ The *Employer Manual* (Fair Work and Modern Award compliance advice); and
  - ▶ *Starting and Working in Private Practice* (practical advice on operating a private medical practice).
- ▶ Long Service Leave Calculations.

\* each individual service/resource can be purchased separately



**Up to 5 employees**

**\$3,150\*\***  
per year

**\$6,300\***  
per year  
for non-members

**6 to 14 employees**

**\$4,550\*\***  
per year

**\$9,100\***  
per year  
for non-members

**15 or more employees**

**Price on Application**  
per year

**Price on Application**  
per year  
for non-members

\* Prices inc GST

+ AMA Queensland member only price

**AMA QUEENSLAND MEMBER**

Up to 5 employees – \$3,150\*     6 to 14 employees – \$4,550\*

15 or more employees – \_\_\_\_\_

Full name of member doctor or AMA Queensland member number:  
\_\_\_\_\_

Entity/company name of practice: \_\_\_\_\_

Authorised contact point: \_\_\_\_\_

**NON-MEMBER**

Up to 5 employees – \$6,300\*

6 to 14 employees – \$9,100\*

15 or more employees – \_\_\_\_\_

\* Prices inc GST

### REGISTRATION DETAILS

Name:  Dr    Mr    Ms    Mrs    Miss \_\_\_\_\_

Company Name: \_\_\_\_\_ Company ABN: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Preferred email address: \_\_\_\_\_

Postal address: \_\_\_\_\_

**Credit card:**  Visa    Mastercard    AMEX   Amount: \$ \_\_\_\_\_

Card number: \_\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_ CCV: \_\_\_\_\_

Cardholder's name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Direct deposit:** Contact the Workplace Relations Team on (07) 3872 2222

**Privacy information:**

AMA Queensland's primary purpose of collecting personal information on this form is to process your purchase and to send relevant information to this service. In providing your details you consent to your personal details being used in the manner indicated. ABN: 17 009 660 280

