



The AMA Queensland Workplace Relations Team is dedicated to providing support and advice for private practice members so you can concentrate on getting back to the business of caring for your patients. As well as providing free Workplace Relations phone and email support to it's members, AMA Queensland has developed three electronic Workplace Relations manuals available to order. These user-friendly manuals come with a branded presentation case and provide you with easy to use,

practical information on the fundamentals of establishing an efficient and legally compliant medical practice. The manuals guide you through legislation relevant to your practice, and provide you with policies and processes to assist you in dealing with the issues of everyday employment.

To order your Workplace Relations Manuals, please complete the form overleaf, or contact the department either by phone on **(07) 3872 2222** or email [workplacerelements@amaq.com.au](mailto:workplacerelements@amaq.com.au)



## EMPLOYER MANUAL

The AMA Queensland's *Employer Manual* is designed to provide a 'one-stop' guide for employers and managers in private practice. This manual provides guidance on employment matters such as health and safety requirements, disciplinary and performance management procedures, avoiding unfair dismissals and policy writing.

This manual addresses the legislation that informs the national workplace relations framework employers need to consider, by updating their policies and codes on workplace consultation and managing bullying and harassment to ensure consistency and compliance.

The manual also considers the main work health and safety issues in private practice, covering areas such as bullying and harassment, equal employment opportunities, journey claims, managing difficult patients, minimising and eliminating risks in the workplace, reasonable management action and various other work health and safety codes of practice.

These topics have been collated to help practices eliminate potential risks and claims and ensure practices run a safe workplace.



## EMPLOYEE POLICY & PROCEDURE MANUAL

The AMA Queensland's *Employee Policy & Procedure Manual* provides a set guide for all employees. This manual covers policy templates on topics such as sexual harassment, anti-discrimination and social media. It also contains information on employee entitlements such minimum employment periods, notice of termination and leave entitlements.

The *Employee Policy & Procedure Manual* has been created for employees help them to understand their rights. It provides guidelines on what is expected from employees within medical practices, including performance and health and safety matters.



## STARTING & WORKING IN PRIVATE PRACTICE MANUAL

The AMA Queensland's *Starting and Working in Private Practice Manual* outlines the steps you need to take in establishing and running a successful medical practice in Queensland. The manual guides you as you make decisions about your practice,

and gives you practical ideas on how to improve your workplace systems and develop your business. This manual provides you with checklists and templates to assist you in selecting your staff, managing your finances and making critical business decisions.





## YOUR DETAILS

Member Name: \_\_\_\_\_

Member Number: \_\_\_\_\_

Practice: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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## SELECT MANUAL OPTION

Price (inc. GST)

- Member – Individual manual \$ 367
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