

## REGIONAL PRIVATE PRACTICE SEMINAR SERIES TWO 2018

# WORKPLACE POLICES AND RISK MANAGEMENT

Workplace policies form an important part of risk management in the employment framework. They are the documents that allow the organisation to establish the standards specific to the operation in a flexible way that changes and grows with the organisation. Many employers fail to implement policies or they pick up template policies and use them without understanding how they apply. Employers also hit stumbling blocks in employment disputes because they haven't properly implemented and trained staff on policies that they then rely on in a legal matter.

**Join Michelle Cowan, Senior Industrial Officer, AMA Queensland to examine the set-up of a policy framework including:**

- ▶ how policies interact with other employment framework documents;
- ▶ how policies are formed to be effective for the employer;
- ▶ things to consider when you are preparing a policy;
- ▶ how to effectively implement policies; and
- ▶ how to rely on them in managing employees.

**Following Michelle's presentation, Paul Copeland, Director, William Buck will discuss risk management essentials for private practice.**

When considering risks in a private practice, there are many areas which are not always front of mind. To be successful financially, a practice needs to mitigate and manage its risks which can be done through:

- ▶ appropriate insurances;      ▶ relevant internal controls;
- ▶ correct structuring; and      ▶ behaviour management.

In this session Paul will step through common risks to your medical practice and methods to minimise and navigate risks appropriately.

Register now to secure your place. Practice support staff in the permanent employ of AMA Queensland Members and Award Subscription Members are eligible for AMA Queensland Member rates.

## REGISTER NOW ONLINE AT [WWW.AMAQ.COM.AU](http://WWW.AMAQ.COM.AU)

*Award Subscription Members registering online must retrieve a discount code to receive the nominated discounted rate. Contact the Events Team to receive your discount code.*

### SERIES PARTNER



### CONTACT US

For any enquiries, please contact the Events Team on (07) 3872 2222 or email [registrations@amaq.com.au](mailto:registrations@amaq.com.au).

TOURING QUEENSLAND  
30 OCTOBER - 6 DECEMBER  
*LOCATIONS & DATES OVERLEAF*

**15** AAPM CPD points  
Subject to approval

### COST

#### Award Subscription Members:

First attendee: \$110  
Additional attendees: \$98

#### AMA Queensland Members:

*(Includes practice staff in the employ of members)*

First attendee: \$120  
Additional attendees: \$107

#### Australian Association of Practice Management (AAPM) Members:

First attendee: \$120  
Additional attendees: \$107

#### Non-members:

First attendee: \$150  
Additional attendees: \$132

### SEMINAR INCLUSIONS

- ▶ Tea and coffee on arrival
- ▶ Morning tea
- ▶ Course notes
- ▶ Certificate of attendance

### TRAINERS



**Michelle Cowan,**  
Senior Industrial  
Officer,  
AMA Queensland



**Paul Copeland,**  
Director,  
William Buck

REGIONAL PRIVATE PRACTICE SEMINAR  
SERIES TWO 2018

# REGISTRATION FORM

## FIRST ATTENDEE

please tick your location below

Name: Dr / Mr / Ms / Mrs / Miss (Please circle) \_\_\_\_\_

Award Subscription Member     AMA Member     AAPM Member     Non-member

AMA Queensland/AAPM Member number: \_\_\_\_\_ In the employ of Dr: \_\_\_\_\_

Practice name: \_\_\_\_\_ Position title: \_\_\_\_\_

Office phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email address: \_\_\_\_\_

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

Dietary requirements: \_\_\_\_\_

## ADDITIONAL ATTENDEES

Name: Dr / Mr / Ms / Mrs / Miss (Please circle) \_\_\_\_\_

Award Subscription Member     AMA Member  
 AAPM Member     Non-member

Position title: \_\_\_\_\_

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

Dietary requirements: \_\_\_\_\_

Name: Dr / Mr / Ms / Mrs / Miss (Please circle) \_\_\_\_\_

Award Subscription Member     AMA Member  
 AAPM Member     Non-member

Position title: \_\_\_\_\_

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

Dietary requirements: \_\_\_\_\_

## PAYMENT

**Credit card:**     Visa     Mastercard     AMEX

Amount: \$ \_\_\_\_\_

Card number: \_\_\_\_\_

Expiry date: \_\_\_\_ / \_\_\_\_    CCV: \_\_\_\_\_

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

Signature: \_\_\_\_\_

**Direct deposit:** Contact the Events Team on (07) 3872 2222.

## DATES AND LOCATIONS:

- Toowoomba**  
**Tuesday 30 October**  
9am – 12noon  
Empire Theatre,  
56 Neil Street,  
Toowoomba
- Mackay**  
**Tuesday 20 November**  
9am – 12noon  
Souths Leagues Club,  
181 Milton Street,  
Mackay
- Brisbane West**  
**Wednesday 31 October**  
9am – 12noon  
Indooroopilly Golf Club  
Meiers Road,  
Indooroopilly
- Townsville**  
**Wednesday 21 November**  
9am – 12noon  
Hotel Grand Chancellor,  
334 Flinders Street,  
Townsville
- Sunshine Coast**  
**Thursday 1 November**  
9am – 12noon  
Central Queensland  
PHN, Level 3,  
Mayfield House,  
29 The Esplanade,  
Maroochydore
- Cairns**  
**Thursday 22 November**  
11am - 2pm  
Rydges Esplanade Resort,  
209 - 217 Abbott Street,  
Cairns
- Gold Coast**  
**Friday 2 November**  
9am – 12noon  
Southport Sharks,  
Cnr Musgrave and Olsen  
Avenues, Southport
- Bundaberg**  
**Wednesday 5 December**  
9am – 12noon  
Central Queensland  
PHN, 205 Bourbong  
Street, Bundaberg
- Brisbane North**  
**Wednesday 14 November**  
9am – 12noon  
Kedron-Wavell Services  
Club, 21 Kittyhawk Drive,  
Chermside
- Rockhampton**  
**Thursday 6 December**  
9am – 12noon  
Central Queensland  
PHN, Level 1,  
44a William Street,  
Rockhampton
- Brisbane South**  
**Thursday 15 November**  
9am – 12noon  
East Leagues Club,  
40 Main Avenue,  
Coorparoo

### Submit registration form:

**Email:** registrations@amaq.com.au

**Fax:** (07) 3856 4727

**Post:** AMA Queensland, PO Box 123,  
Red Hill, QLD 4059

**Phone:** (07) 3872 2222

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

**ONLINE REGISTRATION AVAILABLE AT  
WWW.AMAQ.COM.AU**