



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 its 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 2264** or email 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:

- ▶ Australia's Workplace Relations System
- ▶ National Employment Standards
- ▶ Awards and Enterprise Agreements
- ▶ Workplace Relations
- ▶ Employment Lifecycle
- ▶ Employment Management



WORK HEALTH AND SAFETY (WHS) MANUAL

The AMA Queensland's Work Health and Safety Manual outlines policies and procedures related to Health and Safety in your practice. The manual provides guidance and information on;

- ▶ Policies and Procedures
- ▶ Document Control
- ▶ Emergency Procedures
- ▶ Accidents and Incidents
- ▶ Hazard and Risk Management



EMPLOYEE POLICY AND PROCEDURE MANUAL

The AMA Queensland's Employee Policy and Procedure Manual provides a set guide for all employees and has been created for employees to help them understand their rights and provides them with guidelines on what is expected of them within medical practices. The manual provides guidance and information on;

- ▶ Code of Conduct
- ▶ Workplace Policies and Procedures



STARTING AND 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. This manual provides you with checklists and templates to assist you with;

- ▶ Setting up in practice
- ▶ Recruiting your team
- ▶ Managing your team
- ▶ Managing your finances and risks
- ▶ Making critical business decisions





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- Employer Manual 
- Employee Policy and Procedure Manual 
- Work Health and Safety (WHS) Manual 
- Starting and Working in Private Practice Manual 

**WHEN PURCHASING
ALL FOUR MANUALS
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