

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 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

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

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



YOUR DETAILS

Member name: _____

Member number: _____

Practice: _____

Address: _____

Phone: _____

Email: _____

Fax: _____

SELECT MANUAL OPTION

	Price (inc. GST)
<input type="radio"/> Member – Individual manual	\$367
<input type="radio"/> Non-member – Individual manual	\$734
<input type="radio"/> Member – All three manuals (discount included)	\$990.90
<input type="radio"/> Non-member – All three manuals (discounted included)	\$1,981.80
Total	\$

PAYMENT

Credit card: \$ _____ ☐ Visa ☐ Mastercard ☐ AMEX

Card number: _____

Expiry date: ____ / ____ CCV No: _____

Cardholder's name: _____

Signature: _____

☐ Direct deposit for \$ _____ Receipt number: _____

Bank of Queensland, BSB: 124 084 | Account: 10 032 949

* Please quote member number and Practice name within transfer description.

☐ I enclose a cheque for \$ _____ (payable to AMA Queensland)

SELECT MANUAL/S:

☐ Employer Manual



☐ Employee Policy
and Procedure Manual



☐ Work Health and
Safety (WHS) Manual



WHEN PURCHASING
ALL THREE MANUALS,
YOU WILL RECEIVE

10% off

**PLEASE COMPLETE
AND RETURN BY EMAIL:**

workplacerelements@amaq.com.au

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

View our privacy policy at:
ama.com.au/qld/privacy-policy



**WORKPLACE
RELATIONS
TOOLKIT**

AMA Queensland Workplace Relations Team
P 07 3872 2264
E workplacerelements@amaq.com.au

