



**WORKPLACE
RELATIONS**
BY AMA QUEENSLAND

TOOLKIT

The cost of getting workplace compliance wrong could be immense. The rules and accompanying legislation for managing teams are complex and ever-changing. The good news is, we are here to support you. The AMA Queensland Workplace Relations Team is uniquely qualified and ready to help you manage your workplace the same way you manage your practice; efficient, compliant and using best practice.

The Workplace Relations Toolkit product is offered to you as a 12-month subscription and will give you the most up-to-date, relevant and practical support with all

employment matters, specifically focusing on medical practice. All the accessible resources and templates have been created by our Workplace Relations specialists, with the medical industry in mind. Not only will we continue to provide you with phone and email support but will supercharge that support with free attendance to Workplace Relations events. We will also ensure that you stay up-to-date with changes in industrial relations and employment law to help your business to remain compliant with your obligations.

WHAT IS INCLUDED

- ✔ Phone and email support
- ✔ Award updates
- ✔ HPSS Award information and advice
- ✔ Nurses Award information and advice
- ✔ newsletters: Workplace Relations articles for practice managers and practice owners
- ✔ Fact sheets
- ✔ Induction check list
- ✔ Template letters for all stages of the employment cycle
- ✔ Performance improvement and review information and advice
- ✔ Unsuccessful probation and termination information and advice
- ✔ Disciplinary process information and advice
- ✔ Free attendance to all Workplace Relations events
- ✔ Policy and procedure templates and updates
- ✔ Contract drafting
- ✔ Employer Manual
- ✔ Employee Manual
- ✔ Starting and managing a Practice Manual
- ✔ Employer/Employee WHS Manual
- ✔ Contracts of employment pack (HPSS)
- ✔ Contracts of employment pack (Nursing)
- ✔ Contracts of employment pack (Doctors)
- ✔ Rates of Pay Guide
- ✔ Better Off Overall Calculations

The Workplace Relations Team run tailored training programs which are customised to your requirements and those of your practice. Phone **07 3872 2264** or email workplacerelements@amaq.com.au.

