Dear .Dr Click or tap here to enter text.,

Welcome to our practice. Please complete the details below and return to one of the administration staff as soon as possible.

We have a Click or tap here to enter text.pay cycle that will be paid by direct deposit into your bank account. The next pay cycle is Click or tap here to enter text..

A vaccination checklist has been printed out and Dr Click or tap here to enter text.will go through this with you in your orientation.

Your engagement with us in on a contract/ permanent basis.

Please see attached contract for more information.

You will need to complete the attached New Doctor Details – Practice Human Resources Record and return it to the Practice Manager one week prior to your start date.

Also attached is your position description.

Practice manager Click or tap here to enter text.Practice principal Click or tap here to enter text.

Mobile Click or tap here to enter text.Mobile Click or tap here to enter text.

Email Click or tap here to enter text.Email Click or tap here to enter text.

Superannuation (Not applicable for Contractors):

If you have a superannuation fund that you would like contributions made to, please fill out the Standard Choice Form nominating your chosen superannuation fund and your account details. If you do not have a superannuation fund of choice, we will contribute to the fund we use which is Click or tap here to enter text.

Please sign below to acknowledge that you have been given a Standard Choice Form.

Signature: Click or tap here to enter text. Date: Click or tap to enter a date.

Fair Work Australia (Not applicable for Contractors):

You have been provided with a Fair Work Information Statement. Please sign below to acknowledge that you have been given this document.

Signature: Click or tap here to enter text. Date: Click or tap to enter a date.

QI/ Continuous Quality Improvement:

A minimum of 130 points is required for the 2020–22 triennium and must include:

Two Category 1 activities, including 1 quality improvement activity

A cardiopulmonary resuscitation (CPR) course.

You can use manual or online activity trackers. AMA provides access to an online CPD tracker free of charge to their members.

You have been provided with an RACGP CPD Program – Handbook for general practitioners. Please sign below to acknowledge that you have been given this document. You can find more information on the RACGP website.

Signature: Click or tap here to enter text. Date: Click or tap to enter a date.

We trust you will enjoy your time with us.

If you have any further questions or concerns, please contact me any time.

Kind Regards

Name: Click or tap here to enter text.