*Summary of what could be included in an employment contract (checklist example)*

A written employment contract is the legal relationship between the employer and the employee. Before commencing a new position in a medical practice, it is important to have a signed and mutually agreed contract of employment. This checklist is not exhaustive and is provided as a guide only.

For more information, please refer to the RACGPs [*Employer guide (3rd edition)*](https://www.racgp.org.au/FSDEDEV/media/documents/Running%20a%20practice/Practice%20resources/Employee-guide.pdf).

|  |  |  |
| --- | --- | --- |
| **Category** | **Description** | **Insert your notes here** |
| Type of employment | Full time, part time, casual, permanent full time, permanent part time, other |  |
| Commencement date and location of employment | * The commencement date of employment
* Location of employment including on-call and after hours requirements to attend patient’s homes, hospitals, residential aged care facilities and workplaces
 |  |
| Position | The position title and who youwill be reporting to |  |
| Hours of work | * The ordinary hours you are required to work
* Number of sessions, patients per hour
* After hours work and oncall requirements
* Any additional hours as reasonably necessary and agreed
 |  |
| Remuneration arrangements and advice of remuneration (payslips and pay information) | * Pay period/billing cycle (weekly, fortnightly, monthly other)
* Gross salary/net salary
* Pay or ordinary hours or percentage of billings, allowances, overtime payments, expense reimbursement
 |  |
| Superannuation | 9% superannuation (minimum) |  |
| Leave entitlements | * Annual leave
* Personal leave (including sick leave, carers leave and compassionate leave)
* Long service leave
* Parental leave
* Study leave
 |  |
| Other conditions | * Induction and orientation
* Performance management
* Dispute resolution procedure
* Termination of employment (including notice period)
* Intellectual property
* Policies, procedures and code of conduct
* Assignment of copyright
* Return of property
* Conflict of interest
* Education and supervision (in-practice teaching, educational release time, supervisor obligations, other)
 |  |
| Insurance and professional indemnity responsibilities | Medical indemnity insurance |  |
| Other |  |

Disclaimer

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*We acknowledge the Traditional Custodians of the lands and seas on which we work and live, and pay our respects to Elders, past, present and future.*