*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 you  will 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.*