



Health Industry Employment Audit

HIES has you covered with a half day Practice Audit that will assist and identify areas of non-compliance in your employment foundations. We will review your:



AWARD COMPLIANCE

- With the Health Professionals & Support Services Award and Nurses Award
- Ensure your Practice staff are paid correctly
- Employment advice to avoid Fair Work claims



CONTRACTS OF EMPLOYMENT

- Review of current employment contracts
- Support drafting amendments
- Free Service Agreement review with a solicitor



EMPLOYMENT POLICIES & PROCEDURES

- Review of current induction process
- Establishing how policies are implemented in your Practice
- Review of Practice's employment policies



WORKPLACE HEALTH & SAFETY

- Assessing your Practice WHS Framework
- Reviewing key WHS documents
- Establish when Practice hazards were last identified
- Identifying how staff are trained on WHS



PRIVACY

- How you handle personal and sensitive information in your Practice
- Review of Practice privacy policies, data breach policies and response plans
- Records of staff training

COST - \$2,750 (inc GST)

What will you achieve from the HIES Employment Audit?

- Recommendations for establishing a healthy and compliant employment foundation
- A greater understanding of employment legislation
- Reduced risk of claims to Fair Work
- A full report with action points to meet compliance with regulatory requirements

BOOK YOUR PRACTICE AUDIT TODAY!

CONTACT DETAILS

Name: _____

Company: _____

Email: _____

Phone: _____

Address: _____

PAYMENT DETAILS

Credit card Invoice Direct Debit

Credit card and AMEX payments incur a 3.5% processing fee

Card number _____

Expiry Date / CVC _____

Cardholder's Name: _____

Signature: _____

Direct Debit Details

Health Industry Employment Services
National Australia Bank
BSB: 084 447 ACC: 51 405 2027

Have any questions about our package options? Please contact the HIES team.

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