

Ex 414



Queensland  
Government

12 June 2002

Queensland Health

Dr Sam Baker

**Formal Offer of a Position with the Bundaberg Health Service District**

Dear Dr Baker

I have pleasure in confirming the offer of the Temporary Part Time position of Director of Surgery, Bundaberg Health Service District with the Bundaberg Health Service District. It is agreed you will commence duties on 1 July 2002 and terminate on 14 January 2003.

You will be employed under the provisions of the Senior Medical Officers' & Resident Medical Officers' Award. A brief summary of the major conditions of this award and additional information that will be of interest to you are as follows:

- Award Classification:** MO1-2
- Salary:** \$1,882.75 per fortnight
- Director's Allowances:** \$66.54 per fortnight
- Hours of Work:** 40 hours per fortnight.
- Private Practice Arrangements:** Pro Rata Option A - Subject to Contract (45% of base salary)
- Comprehensive Package:**
  - (As per attached IRM Policies as applicable)
  - Provision of a communication package - mobile phones, pager and, where appropriate, fax machine.  
*(As per attached IRM Policy 2.7-21)*
  - Study and conference leave on a pro rata basis with expenses paid.  
*(As per attached IRM Policy 3.7-4)*
  - Professional indemnity cover.
- Rental Assistance:** To the value of \$100 per week.
- Recreation Leave:** 25 days per annum pro rata.
- Sick Leave:** 10 days per annum pro rata. Sick leave is cumulative.

## EXECUTIVE SERVICES

- Long Service Leave:** An employee who completes 10 years continuous and meritorious service shall be entitled to long service leave at the rate of 1.3 weeks (pro rata) on full salary for each year of continuous service and a proportionate amount for an incomplete year of service.
- Position Description:** Prior to commencing duties all employees are required to sign a current Position Description for their position. It will therefore be necessary for you to complete the attached *Position Description form* and return it to the Human Resources Unit.
- Acceptance of Job Offer:** If you are in agreement with employment under the conditions found in this Job Offer, please sign the enclosed *Job Acceptance form* and return it to the Human Resources Unit.
- Identification Cards:** Identification cards with photos are provided to all Bundaberg Health Service District staff. New employees should make arrangements through their supervisor for the production of their card.
- Confidentiality/ Code of Conduct:** In the course of their work, Health Service staff come in contact with information that must be kept confidential at all times. All employees are reminded that irresponsible discussion of any matters regarding the Health Service facilities, staff and most importantly the patients is regarded as an offence.
- Please find enclosed a copy of the Queensland Health Code of Conduct and Bundaberg Health Service District Confidentiality Policy for your information, and the Bundaberg Health Service District Confidentiality Agreement. Please sign the *Confidentiality Agreement* and return same to Human Resources Unit within 5 working days.
- Performance Management:** Employees are expected to perform their duties at a high standard. Performance Appraisal & Development (PAD) is developed annually and enables participation in the assessment and evaluation process. Please consult with your supervisor regarding your PAD.
- Termination:** You may terminate your employment by giving 3 months notice or by the forfeiture of 3 months salary as the case may be.
- Location:** Your employment is subject to your willingness to work at any of the facilities of the Bundaberg Health Service District should this become necessary at some time in the future.

EXECUTIVE SERVICES

**Private Property Loss or Damage:**

No liability will be accepted by the Bundaberg District Health Service for damages sustained to private motor vehicles while being driven or parked on Health Service property; or loss or damage, including loss or damage by fire or theft, to private property or personal effects which are being used or stored in premises or accommodations owned or used by the Bundaberg Health Service District.

I would like to offer my congratulations on your appointment and hope that your work with the Bundaberg Health Services District will be both beneficial and rewarding.

Yours sincerely

**Georgie Rose**  
**Human Resource Manager**  
**Bundaberg Health Service District**

Please tick

- Enc. Staff Immunisation Form *N/A*
- Position Description Form
- Job Acceptance Form
- BEQ Details Form *N/A*
- Bundaberg Health Service District Confidentiality Agreement & Policy
- Queensland Health Code of Conduct

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- cc Peter Leck, District Manager
- Kees Nydam, Director of Medical Services