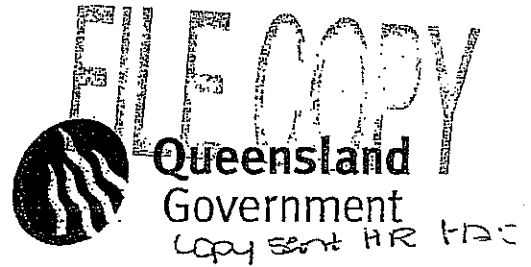


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Queensland Health

**BUNDABERG HEALTH SERVICE DISTRICT
MEDICAL SERVICES**

Enquiries to: Dr Darren Keating
Telephone: 4150 2210
Facsimile: 4150 2029
Our Ref: DK:ja

25th November 2003

Dr Jayant Patel
Director
Department of Surgery
Bundaberg Base Hospital
BUNDABERG QLD 4670

Dear Jay

I have pleasure in confirming the offer of the Temporary Full Time position of Director – Department Surgery with the Bundaberg Health Service District. This is an extension of your current contract from 1st April 2004 to 31st March 2005 with the option of extending for a further 12 months.

You will be employed under the provisions of the District Health Services - Senior Medical Officers' and Resident Medical Officers' Award-State 2003. 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: C1-1
Salary: \$3 708.80/fortnight
Rental Subsidy: \$300.00 per week

Comprehensive Package: (as per attached IRM Policies as applicable)

- A fully maintained motor vehicle for work and private use (as per attached IRM Policy 2.7-20)
- Provision of a communication package – mobile phone, pager and where appropriate, fax machine (as per attached IRM Policy 2.7-21)
- Professional indemnity cover
- Study and conference leave on full pay with expenses paid (as per attached IRM Policy 3.7-4)


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Hours of Work: * 80 hours per fortnight (base).
* on-call as rostered.

Recreation Leave: 25 days per annum.

Sick Leave: 10 days per annum. Sick leave is cumulative.

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 on full salary for each year of continuous service and a proportionate amount for an incomplete year of service.

Job 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 **Job Description form** and return it to the Division of Medical Services.

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 Division of Medical 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

Superannuation: Permanent and temporary employees have an Accumulation account opened for them. Employee contributions are commenced at the standard level of 5% and you automatically receive the higher level of 12.75% employer contribution. This is arranged through the State Government employee superannuation fund, QSuper who are notified on the commencement of your employment.

Should you not wish to contribute at this rate, you can elect to reduce your contribution down and receive the corresponding lower level of employer subsidy. Income protection cover is automatically provided, with the premium charged as a percentage of salary based on age. You also automatically receive four units of death and total and permanent disability cover, which costs \$1 per unit/week.

You will be sent a welcome package from QSuper outlining the conditions of your account. The package will also discuss other options available to yourself.

**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 Division of Medical Services within 5 working days.

Termination:

You may terminate your employment by giving three (3) months notice or by the forfeiture of 90 days 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.

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

Yours sincerely

Dr Darren Keating
Director of Medical Services

Enc:		
	Job Description	✓
	Job Description Form *	✓
	Job Acceptance Offer*	✓
	Bundaberg Health Service District Confidentiality Policy & Confidentiality Agreement	✓
	Queensland Health Code of Conduct	✓

P.S. Please return all above completed forms (marked *) to Sue Hutchins, Secretary to Director of Medical Services, within one week of commencing work.