



P O Box 471, West Ryde NSW 1685

Telephone (02) 8819 6636 ; Facsimile (02) 9809 7491

Mobiles 0421 088 351 and 0401 684 667

### **Terms and Conditions of Employment**

- Act in facility's and agency's best interest at all times and wear agency's ID badge all time at work
- Must follow policies and procedures of the facility you work in and perform to the best of your ability and knowledge, the duties assigned to you by the facility
- **Must attend mandatory education** provided time to time by the agency
- RNs and ENs must provide their renewal of registrations annually
- Provide availability for shifts on a weekly/fortnightly basis
- **Must inform** agency of any **change** in your details including the address
- Salaries are paid weekly into the nominated bank account and Superannuation paid in to HESTA **or** in a fund of your choice every month
- Agency shirt (preferred) or plain white shirt with collar on Blue or Black pants to be used as agency uniform
- **A cooling-off period of 3 months is applicable if you want to work either directly for the customer or through any other agency at places introduced to you by Qualitycare. That means you cannot work at places where we introduced you through other channels. You must resign and wait three months from that date before joining them. Qualitycare will seek compensation for lost business as 20% of 3 months earnings on the basis of 38 hours per week, if this clause is not observed.**

**I acknowledge that I have read and understood above terms and conditions for employment with the Qualitycare Nursing Agency and I accept them.**

Staff Name:.....

Signature:.....

Date:.....