

## *Caring is our business*

Our contact telephone numbers  
Cape Town 021 943 6200  
Pretoria/Gauteng  
012 440 1004/5/6/8 or  
440 7688  
Limpopo 015 290 3865  
Bloemfontein  
051 448 2641/5  
Lowveld 013 741 4440  
Pietermaritzburg  
033 845 3949  
George 044 873 6200

**We would like to thank all MHR employees for their continued support, hard work and dedication. Please ensure that you familiarise yourself with the important points highlighted and call your local office for assistance.**

### 1. Career Opportunities

For Career Opportunities – in nursing and admin – visit our website at [www.mhr.co.za](http://www.mhr.co.za) or please contact your local office for assistance.

### 2. Continuous Professional Development

We wish to thank all our staff that participated through out the year in our training programme. It is evident that you are committed to rendering quality care.

### 3. Open days

Thank you for your support during our open days and at the same time we would like to welcome all our new members.

### 4. IRP2

We have sent out IRP 2 forms- please complete and place in the boxes provided to you at the different hospitals.

### 5. Time and Attendance Register

The Time and Attendance Registers (computer generated or printed) needs to be completed as accurately as possible. Failure to do so leads to unnecessary delays re payments.

### 6. Professional Council Licences and Indemnity

Please renew your SANC/HPC licence as well as your Indemnity

as soon as possible. Without your license/indemnity we cannot provide you with placements. Please note that should we not receive your SANC licences by the latest 01/04/09, you will be made "inactive" on the system. This means that despite the fact that you get placed by the hospital, you will not be paid, as per statutory requirements. Should you need clarity or assistance, please do not hesitate to contact your local office for assistance.

### 7. Availability

Could you please be so kind as to contact our offices with your availability. This helps both you and us to ensure successful placements.

### 8. December Payments

Payments will be made on 20 December, 27 December and 3 January due to the public holidays during the week. Payslips will only be available on request from 15 December until 5 January 2009. Payslips for the above weeks will be sent out on the 9th of January. Please check your paypoint on your payslip and inform our offices if it must be changed, because this is the indicator that determent the client that your payslip will be sent to. Important: All payslips not collect after a week will be destroyed and the payslip option will be unflagged on the system.

**We would like to take this opportunity to wish our staff a happy festive season. Enjoy the Holidays and Travel safely.**

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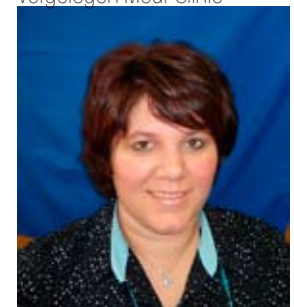
Maryann Fourie  
Administration manager



Esme Calvert  
Nursing coordinator,  
Vergelegen Medi-Clinic



Mary Khoanyane  
Nursing coordinator



Yolanda Mostert  
Nursing coordinator  
Worcester Medi-Clinic



Daphne Maroetsi  
Nursing coordinator



Gideon Fourie  
Administration assistant



René Wales  
Medi-Staff administration  
clerk

**Let's meet some of our new employees at the MHR Head Office and Western Cape Region:**