

Caring is our business

We would like to thank all MHR employees for their continued loyal support, hard work and dedication throughout the year. Please ensure that you familiarise yourself with the following important points.

Western Cape Office new address

The Western Cape office is moving mid December to new premises. The new contact details are:

Physical address:
Platteklouf Office Park,
C/o Silberboom & Bloulelie
Street, Platteklouf 7500

Postal address:
PO Box 724, Edgemead 7407

Telephone: 021 929 4350
Fax: 021 929 4360

Leave option

Ministerial determination by the Department of Labour was given to Medical Human Resources. A copy of the determination is available at your local MHR office. Panel members have the option to accrue leave. This option will reduce the tariff per hour by the Rand value of the leave benefit indicated on the pay slip.

BCEA

All policies related to the Basic Conditions of Employment Act are available at your local MHR office and in the MHR policy and procedure files at our clients.

Professional licences and indemnity

Please submit your renewed professional council licence

(SANC) and indemnity as soon as possible. All invalid practitioners will be disabled from the system on 1 April 2010. Without a renewed license and indemnity we cannot place you in terms of statutory requirements. This means that despite the fact that you get booked by the hospital, you will not get paid.

IRP5

SARS requested the following for next year's IRP5:

- Tax reference number
- Residential and postal address

SARS will not release IRP5s without the above information. Please update urgently at your local MHR office!

Availability

We would like to urge our panel members to contact the local MHR office regarding your availability. The MHRM booking and placement system is availability driven, so updating your availability on the system would assist us in ensuring placements.

Personal information

Please inform us timeously of any changes in personal details or qualifications, so that the necessary adjustments can be made and therefore prevent the payment of incorrect tariffs. An IRP2 was sent out to all panel members late last year or early this year. Please complete and return to your local office. Many IRP2s are outstanding and incorrect data on the system can lead to incorrect payment.

Penalty fees (Western Cape only)

On 1 May 2009 a penalty fee was implemented for all panel members who do not comply with the Cancellation by Panel member policy. Late cancellations and/or not showing up for duty are disciplinary offences and can lead to dismissal.

Injury on duty

Panel members are requested to report injuries on duty immediately to line managers, to complete the Near Miss/Adverse Event Report and receive the necessary medical attention. The client will ensure that all WCA documents are completed either via their local INCON clinic or emergency centre. It remains the responsibility of the panel member to ensure that MHR is notified about the injury to ensure correct registration of injury via INCON and the WCA commissioner.

Uniforms

Please ensure that you wear the correct Medi-Nurse or Medi-Staff uniform when on duty. Nursing personnel may only wear navy or black court or flat shoes. No clogs, Crocs, sandals or slip-ons are allowed. Please refer to the MHR Dress Code policy available on the MHR website or in the MHR policy file at our clients. MHR identification tags must be worn when on duty at a client – please contact your local MHR branch if you do not have an identification tag.

Continuous Professional Development

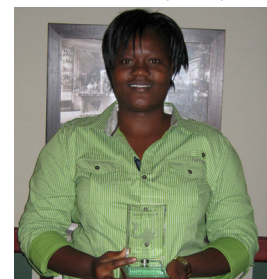
We urge our panel members to attend at least three work-

shops per year. Workshop dates for next year will be made available at our clients and local MHR offices during December.

Should you have learning needs not covered in this year's in-service training programme, please feel free to contact the training and development consultant at your local MHR office. Panel members should keep their own Portfolio of Professional Development. Please contact the MHR training and development consultant for more information.

Certificate Ceremonies

During November Lowveld Medi-Nurse held its annual training award ceremony where panel members were recognised for their training accomplishments over the past year. They were awarded certificates and gifts for attending workshops and successfully completing assessments throughout the year. The lamp of knowledge trophy was presented to ENA Florence Silinda (Photo).



This trophy is awarded to the panel member who has worked exceptionally hard at developing his or her skills, based on the workshops attended and assessments completed. A lovely lunch was enjoyed by all. Well done to all panel members recognised. Thank you for

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

your contribution to Medical Human Resources, we value and appreciate you.

A Certificate Ceremony was also held by MHR Western Cape during November. Congratulations to our prize winners:

- Award for Commitment to Self Development - PN Melanie Boshoff
- Award for Loyalty and Commitment - ENA Pumeza Zozo
- Award for Commitment to Quality, selflessness and safe patient care - ENA Mandisa Matta
- Award for Commitment to Service Excellence - PN Bernice Maralack



(photo)
Congratulations to all our other recipients continue with your quest for knowledge for self development. It is the difference between mediocre and exceptional, safe patientcare.

We would like to take this opportunity to wish all our staff a joyous festive season and a prosperous new year. For those of you who will be travelling at this time, please have a safe journey.

For career opportunities in nursing and administration visit our website at www.mhr.co.za or contact your local office for assistance.