



MHR
MEDICAL HUMAN
RESOURCES

NEWS

MARCH 2008

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

MEET THE MEDICAL
HUMAN RESOURCES
PAY OFFICE

GENERAL NEWS



Jean Lombard
Accountant

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

MHR booking and placement system

Medi-Nurse/Staff is implement a new booking and placement system. The new system will improve booking and placement of our panel members and will also reduce payment problems. The roll-out dates will be announced in this newsletter and in memo's on the noticeboards of our clients.

The first roll out dates are:

7 April 2008 George region (test phase)
5 May 2008 Western Cape, George and Peninsula region

For successful booking and placement please ensure that you advise us of your availability well in advance.

- Ensure that we have your current telephone number
- Remember to whom you spoke when you called in to cancel
- Familiarise yourself with the policy regarding cancellation of shifts, available at our clients and our office

Time and attendance register

The Medi-Nurse register has been standardised nationally. Please familiarise yourself with the changes. Accurate completion of the register is important to prevent unnecessary delays in payments.

Professional licences and indemnity

Please renew your council licence (SANC, HPCSA, Pharmacy Council) as well as your indemnity as soon as possible. Without this we cannot provide you with placements.



Chrissie Aggenbach
Bookkeeper

Open days

We will present open days this year, which will be advertised in local newspapers and on the noticeboards of our clients. Please visit us.

Uniforms

We are proud to announce that Medi-Staff tunic tops are now available for our care workers and Medi-Nurse scrubs for personnel who work in the critical care and trauma units and theatres. The new Medi-Staff tunic top and Medi-Nurse scrubs may be ordered at a subsidised price from 15 April at your local office. Please note that there is a six-week order/delivery period. No stock will be held at the office.

Personal information

Please inform us timeously of any changes in your personal details or qualifications so that we can make the necessary adjustments and thus prevent payment of incorrect tariffs.

Cancellation of shifts

To prevent disappointment due to shifts being cancelled, please:

- Keep your cell phone switched on at least two to three hours before the shift commences
- Check your messages before leaving for work

Dubai – spreading your wings

Medi-Nurse proudly announces the launch of our international nursing career initiative for professional nurses. You, too, can have the opportunity to gain experience at the Welcare World hospitals in Dubai. If you are interested in exploring this wonderful opportunity, contact Alina van der Merwe on 086 010 0530 from 1 to 18 March 2008.

Recruitment fee

Due to the nursing shortage in South Africa, a decision was made to pay a tax-free recruitment fee from 1 April 2008 to our panel members for recruiting any category of nursing personnel for Medical Human Resources. The recruitment fee is only applicable if the person successfully completes the selection and orientation process and has worked for the agency more than 60 hours. Please contact your local office for more information

Pay dates

Remember, if there is a public holiday during a week, payday is on the following Saturday. Familiarise yourself with the following pay dates: 22 March, 29 March, 3 May and 21 June 2008.

MHR Survey

We would like to thank our panel members who participated in the MHR survey. The outcome of the survey will be used to improve our service.

Disablement from MHR system

Please note that if you have not worked two years or longer, you will be terminated on our system. You are more than welcome to re-register. Re-registration will include an interview, test and orientation.



Juanita Isaks –
Admin/WCA clerk

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

Caring is our business