

The definitive source  
and guidance for all  
employment issues  
within GP Practices

# iQ Employment Manager

Includes unlimited access to over  
150 Employment Lawyers and  
Insurance to protect against  
tribunal costs and awards



**iQ Medical**

# iQ Employment Manager

A complete solution providing all the necessary advice, procedures and documentation, telephone support and an insurance policy to ensure your Practice complies with all its legal and administrative responsibilities with confidence.

## Includes:

- Reference Guides which provide step by step guidance on how to deal with just about every conceivable issue that could arise on a day to day basis from recruitment through to termination
- Contract of Employment
- Employee Handbook
- Latest Legislation
- Many other templates including letters, forms, checklists, job descriptions, staff records, appraisals, etc.
- Plus a 24/7 employment legal advice service
- Legal expenses & awards insurance policy and Employment Tribunal representation
- Regular updates.

**Plus:** 1) A **new updated** Contract of Employment 2) A completely **new** Employee Handbook  
3) Significantly **enhanced** Senior Management Guide 4) Many updated and new templates including a suite of disciplinary/warning/grievance letters

## Latest update includes:

- Age Discrimination
- National Minimum Wage
- Changes in Statutory Pay rates – SSP, Maternity, Paternity etc.
- Further guidance following case law on Statutory Minimum Grievance Procedure
- Further guidance following case law on Changing Contractual Terms
- The New Working and Families Bill
- Smoking at Work
- Information & Consultation on Employees Regulations 2004
- TUPE
- Plus Latest Legislation sections from the previous 3 updates as a reference source

## Testimonial

*“Our practice has subscribed to the iQ Practice Manager and iQ Quality Indicator Manager software for the last two years and it has certainly been money well spent.*

*iQ Practice Manager is a must for Practice Managers, a one-stop shop for all employment and health and safety issues, as well as business planning aids. The main bonuses have to be the Specialist Legal Advice Line where you can get instant advice with employment problems, and the Legal Expenses and Awards Insurance should you be unlucky enough to face an employment tribunal.*

*The software available from iQ has saved me hours of work. I recommend it to all practice managers... why reinvent the wheel?”*

**Chris Hewson, Practice Manager, East Bridgford Medical Centre, Nottingham**