

This form is to be used by staff members wishing to conduct private practice as described in the policy library document Private Practice Policy. Staff members are to refer to these provisions to complete their application. If there is doubt as to whether the intended private practice meets the requirements of these provisions, staff should seek advice from their manager or relevant Group Human Resources contact.

**PERSONAL DETAILS:****STAFF ID:****FULL NAME:****POSITION TITLE:****SCHOOL/DEPARTMENT:****TIME PERIOD FOR PRIVATE PRACTICE (maximum 200hrs in a six month period)****Start Date:****End Date:****DETAILS OF PROPOSED PRIVATE PRACTICE****BENEFITS TO THE UNIVERSITY****INSURANCE AND RISK MANAGEMENT**

1. Are there **any potential conflicts of interest** between the private practice and the University (including your employment)?
- |  |            |           |
|--|------------|-----------|
|  | <b>YES</b> | <b>NO</b> |
|--|------------|-----------|

**If Yes give details:**

2. Provide details of your **indemnity and any other related insurance** arrangements.

## APPROVAL PROCESS FOR ACADEMIC STAFF APPLICATIONS

*Applicants are to sign below and submit this form to relevant Head of Element for endorsement:*

Applicant Name \_\_\_\_\_ Date:

Endorsed: Yes No

Head of Element \_\_\_\_\_ Date:

Approved: Yes No

Group PVC \_\_\_\_\_ Date:

Where time commitment exceeds guiding principles set out in Section 3:

Approved: Yes No

Deputy Vice  
Chancellor (Academic) \_\_\_\_\_ Date:

HRM USE: Entered in Private Practice register: Review Date:

## APPROVAL PROCESS FOR GENERAL STAFF APPLICATIONS

*Applicants are to sign below and submit this form to relevant Head of Element for endorsement:*

Applicant Name \_\_\_\_\_ Date:

Endorsed: Yes No

Head of Element \_\_\_\_\_ Date:

Approved: Yes No

Vice President  
(Corporate Services) \_\_\_\_\_ Date:

HRM USE: Entered in Private Practice register: Review Date:

Griffith Health Group staff should forward a copy of the completed form to:

[fin-hgc@griffith.edu.au](mailto:fin-hgc@griffith.edu.au)