To provide more support to ADAVB member dentists it is important that Practice+ connect more directly with staff within a dental practice and provide them with the knowledge and skills to be a valued employee whilst increasing job satisfaction.

To this end, ADAVB Practice+ offers the PracAdmin Network. Any Practice Manager, Practice Administrator, Dental Assistant or Receptionist working with and nominated by an ADAVB member will be eligible to join the PracAdmin Network.

ADAVB regrets that staff who are not working with ADA members are not eligible to join the PracAdmin Network as this is an ADA member service.

What will it cost?
$150 incl. GST annually

How do I sign up to participate in the PracAdmin Network?
Complete the application form attached. To participate, you must be nominated by an ADA Member working with you at the same practice location.

What are the advantages of participating in the PracAdmin Network?

- You no longer have to obtain your employer dentist's membership details to contact the ADAVB for practice support.
- Ability to register for training and CPD sessions at ADAVB Member prices designed for PracAdmin Network members.
- Networking opportunities through network meetings.
- A quarterly PracAdmin Network e-Newsletter with topics of interest, industry updates, educational articles e.g. management topics.
- Online links to resources and templates – access to the Practice+ page with links to other relevant resources to assist management and administration staff.

PracAdmin Network rules
PracAdmin Network material must not be used outside the practice location specified in this application and must not be reproduced except for use at that practice location. ADAVB Inc. may issue other PracAdmin Network rules from time to time.

ADA Member Declaration and Nomination of Applicant
I, the undersigned member of the ADAVB, hereby certify that _____ (the applicant) is a fit and proper person to be elected as an applicant for the PracAdmin Network of the ADAVB and support this application.

I agree to comply with the PracAdmin Network rules.

I understand that I may only nominate a person who works with me in the same practice location to participate in the PracAdmin Network.

ADA Member Name: _____ Signature: _____ Date:_____

My email address is _____ (for confirmation of nomination)

Please turn the page

For PracAdmin Network applicant

I, _____ wish to become a member of the PracAdmin Network in [insert year _____] and agree to comply with the PracAdmin rules.

Practice Name _____ Signature: _____ Date: _____

PracAdmin Network Application Form

☐ Dr ☐ Mrs ☐ Ms ☐ Miss ☐ Mr

First Name _____ Last Name _____

Practice Address _____

_____ Postcode _____

Practice Phone _____ Practice Fax _____

Your Mobile _____ Practice Email _____

Is the ADA Member nominating you owner of the practice? ☐ Yes ☐ No

What is your current role? _____

If you are a Manager / Administrator, what are your years of experience? _____

Year commenced current role _____ Are you a Dental Assistant? ☐ Yes ☐ No

Have you completed a course in administration or management ? ☐ Yes ☐ No

If Yes, please indicate: ☐ Short course, less than a week ☐ Certificate III ☐ Certificate IV ☐ Diploma ☐ Bachelor degree or higher

Which organisation conducted the course? _____

Do you work in more than one (1) practice? ☐ Yes ☐ No If Yes, please name _____

TAX INVOICE

APPLICATION AND RENEWALS FOR PRACADMIN NETWORK PARTICIPANTS ARE ACCEPTED AT A COST OF $150 incl. GST ANNUALLY

Payment method ☐ Cheque, payable to "ADAVB Inc." Bank _____

☐ Credit Card ☐ VISA ☐ Mastercard ☐ AMEX

Card Number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Expiry _____/_____

Name _____ Signature _____ Date ____/____/_____

Employer name _____

Employer address _____

Phone _____ Email _____

PLEASE RETURN APPLICATION FORM AND PAYMENT TO:

ADAVB
PO Box 9015
South Yarra VIC 3141

Level 3
10 Yarra Street
South Yarra VIC 3141

ENQUIRIES

Contact Person: Ann Lane
Practice+ Executive Assistant
Phone 03 8825 4600
Email ann.lane@adavb.org

PRIVACY: The Australian Dental Association Victorian Branch Inc. (ADAVB) maintains a database of names, addresses and other information relevant to the participation of members and their staff. This data is accessed by ADA staff to mail information. With the exception of relevant ADAVB event sponsors we will not disclose information about you to third parties without your written permission. You may request, at any time, a copy of personal information held by the Branch. **Garry Pearson, Chief Executive Officer**