

# SPEAKOUT

THE MAGAZINE FOR AUSTRALIAN SPEECH PATHOLOGISTS

JUNE 2024

A portrait of Tim Kittel, a man with short white hair and a beard, wearing a blue blazer over a red t-shirt. He is smiling slightly and looking towards the camera. The background is a blurred outdoor setting with green foliage.

**FAREWELL TO  
DIRECTOR,  
TIM KITTEL**

Speechie Library Talks  
2024 registrations for  
speechies open!

Aged care  
updates



Speech  
Pathology  
Australia



# LEAVING A WORKPLACE TO START YOUR OWN PRACTICE

Transitioning from being an employee to starting your own speech pathology practice requires careful consideration of various HR factors to ensure a smooth professional exit from your current workplace and successful establishment of your own business.

It's important to maintain professional, best practice HR standards when leaving your job to start your own speech pathology practice. You should also be aware that the milestone of opening and operating your own practice brings a myriad of responsibilities around running a business and employing staff. This article outlines essential HR considerations during this transition phase.

## EXITING THE WORKPLACE

When a speech pathologist is ready to resign, both the practice owner and the resigning employee should follow the business's exit procedure. This should include:

- Confirming the resignation in writing to avoid misunderstandings.
- Discussing any post-contractual obligations such as non-solicitation and notice periods.
- Agreeing on the last day of employment and providing reasonable notice.
- Facilitating a thorough handover of work and clients, ensuring proper communication and documentation.
- Returning any business property and leaving the workplace environment intact.

Additionally, finalising financial matters and conducting an exit interview or survey can help address any outstanding issues and provide valuable feedback for continuous improvement.

**Read:** [\*Understanding Restraint of Trade Clauses in Employee Employment Contracts & Independent Contractor Agreements.\*](#)

## STARTING YOUR OWN BUSINESS

As a business owner, you'll need to fulfill various obligations such as insurance, taxation, and compliance with employment laws.

Key HR considerations when employing staff include:

- Determining appropriate working arrangements, such as permanent or casual employment.
- Drafting employment contracts or independent contractor agreements that comply with legal requirements and address terms, benefits, and obligations.
- Adhering to pay rates and awards, including leave entitlements and tax calculations.
- Developing HR policies and procedures covering areas like code of conduct, health and safety, and performance management.

**Read:** [\*Essential HR Protocols for Your Practice.\*](#)

While resources like Speech Pathology Australia's [\*Private Speech Pathology Practice Policy and Procedure Manual\*](#) can provide guidance, seeking professional HR advice ensures your documentation and processes align with your practice's unique needs and legal requirements.

SPA members receive special member benefits through WorkPlacePLUS for support with HR and IR issues. For more information, contact Anna on (03) 9492 0958 or visit [www.WorkPlacePLUS.com.au](http://www.WorkPlacePLUS.com.au).

Anna Pannuzzo  
WorkPlacePLUS



WorkPlace|PLUS