



*The Medical Professionals Association  
Of Trinidad and Tobago  
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## **GENERAL GUIDELINES TO OUR MEMBERS**

During the course of your employment, difficulties may arise with respect to various matters pertaining to renewal of contracts, disputes regarding terms and conditions, Employee Assistance requirements, inappropriate Industrial Relation practices (unfair dismissal, non-renewal of contracts, harassment issues), misguided directives, etc.

MPATT's first and foremost responsibility is to ensure that your rights as an employee of the Public Services and of the respective Regional Health Authorities (RHAs) are not infringed upon. Therefore, we would like to offer the following advice to all medical professionals.

- Do not enter into any contract/agreement/meeting with your employer without contacting MPATT and informing MPATT of your situation. You may inadvertently agree to changes or not be made aware of matters, that may be disadvantageous to you.
- If a meeting is unavoidable before MPATT has an opportunity to advise you privately, at this meeting, firmly express your desire to have MPATT (or any other competent agent) represent you in this matter and make it clear that you prefer to not say anything unless you've had MPATT's advice.
- Ensure that you authorise MPATT to act on your behalf; this would avoid the uncomfortable ambivalence of conflicting instructions and unqualified advice.
- With this in mind, you are to furnish MPATT with all pertinent information to the matter at hand AND lodge a written complaint with MPATT secretariat, using the requisite form.
- You will be well advised to seek assistance from MPATT, prior to putting your complaint in writing. In this way, appropriate instructions and guidelines can be provided. This is to prevent and pre-empt any failure in process or wording which may jeopardize your complaint and/or its positive resolution.
- Keep copies of ALL documents between yourself and the employer since these become crucial in the event any discrepancy or dispute arises, at some future point in time. These documents include those you have submitted (including sick leave, vacation leave, compensatory days applications signed by your supervisor) but also any official correspondence from employer to you.

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- Ensure your membership with MPATT does not lapse beyond six (6) months as MPATT cannot represent any member who has defaulted in payments for greater than 6 months.
  - Finally, MPATT can only properly represent you with full and complete information of the sequence of events. Please complete your authorization form comprehensively and correctly, so that MPATT is able to deal with your matter expeditiously. Where you may be unsure of what action to take, please call MPATT's Secretariat for further advice.

Yours respectfully,  
General Secretary - MPATT

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