



Agence dentaire de  
l'Outaouais

**TERMS  
AND CONDITIONS  
OF OPERATION**



Agence dentaire de  
**l'Outaouais**

# Terms and conditions of operation of the Agence dentaire de l'Outaouais for dentists and dental personnel

## **Between**

Agence dentaire de l'Outaouais  
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Represented by Mrs. Amal Lakhssassi

Hereafter: **l'Agence**

## **And**

Clinic Name:  
Address:  
Tel:  
Fax :

Authorized person:

Hereafter: **the Client**

## Definition

The term "**dental personal**" includes candidates for the following positions: dental hygienist, dental assistant, dental clinic coordinator and dental secretary.

The term "**dentist**" includes candidates with a Doctorate in Dental Medicine.

[1] All candidates proposed by the Agence dentaire de l'Outaouais are authorized to work in Quebec according to the position for which the Agence represents them. The following list represents the minimum qualifications required to occupy a position:

**Dental Hygienist:** hold a Diploma of Collegial Studies in Dental Hygiene and be a member in good standing of the OHDQ.

**Dental Assistant:** hold a Diploma of Professional Studies in Dental Assistant (DEP)

**Dental secretary:** hold a certificate in Dental Secretariat or, one year of experience in the field.

**Dentist:** hold a Doctorate in Dental Medicine and be a member in good standing of the ODHQ.

The recruiting service for dentists and dental staff includes two types of contracts: "daily or short-term placement" and "long-term placement".

# Common Terms and Conditions for Both Types of Contracts



## 1) Terms of Payment

- All payments are due 30 days after the invoice date;
- Any unpaid balance will be subject to interest at a monthly rate of 2%.

## 2) Client Responsibilities

- The Client is responsible for paying the candidate's salary as well as all applicable social charges. It is also the Client's responsibility to process and pay the deductions at source specific to the candidate's salary;
- Any referral of a candidate to the client by the Agency, is subject to the applicable service fees if the client hires the candidate within 365 days of the referral day. In all cases, the applicable fees will be billed to the Client. The 365-day countdown begins the day after the candidate is referred to the Client. This clause applies to all types of positions or candidates, whether regular or temporary, full-time or part-time.

# Provision Specific to the Daily Recruitment Service



## 1) Cost of Service

The daily placement rate\*\* is applied per working day of the candidate referred by the Agency:

- 60\$ for dental personal;
- 165\$ for dentist.

\*A service fee of 30\$ will be charged to initiate any search for dental personal. This fee will be deducted, if applicable, from the cost of the daily placement for the candidate's first day of work.

\*\*A service fee of 80\$ will be charged to begin any dental search. This fee will be deducted, if applicable, from the cost of the daily placement of the dentist's first day of work.

\*\* The candidate who performs replacements is always considered as a "day worker" until he is hired for a permanent position.

## **2) Cancellation Fee for Daily Placement**

If the Client cancels the service order after receiving the information from the potential candidates, the fees mentioned below will be applied.

- 30\$ per day for daily placement of dental staff;
- 80\$ per day for daily placement of dentist.

# Specific Provision for Regular Long-term Recruitment of Dental Personnel



## 1) Service Cost for Dental Staff

The rate for long-term placement is:

- 700\$ for dental assistant and secretary;
- 850\$ for dental hygienist;
- 900\$ for clinic coordinator or manager;
- 900\$ for dental representative;
- 900\$ for denturist or laboratory technician.

## 2) Research Condition of 30 days for Dental Personnel

a. To begin any search for a permanent position, a fee of 100\$ will be required for:

- Advertising of the job offer on the Agence dentaire de l'Outaouais website;
- Sharing the job offer on the social media of the Agence dentaire de l'Outaouais;
- Customized search in the database of the Agence dentaire de l'Outaouais.

b. If the Client hires the candidate referred by the Agency, the 100\$ fee will be deducted from the placement cost.

c. If the Client cancels the service order after receiving the candidate's resume, an additional fee of 50\$ will be charged.

### 3) Invoicing

"Long-term" placement services will be invoiced upon the hiring of the candidate by the Client.

### 4) Guarantee

The Agence offers you a 14-day guarantee for all hired candidates.

- Dental personal: if after 14 working days following the hiring of a candidate by the client, the hired candidate does not meet the criteria required by the client or decides to leave the employment, the Agence undertakes to search for a new candidate to fill this position at no additional cost. The Agency will conduct **ONLY ONE** new search at no charge to fill a long-term position.

# Specific Provision for Regular Long-term Recruitment of Dentist



## 1) Service Cost for Dentist

The rate for long-term placement is:

- 5,000\$ for dentist.

## 2) Research Condition of 3 months for a Permanent Position as a Dentist

a. To begin any search for a permanent position, a fee of 500\$ will be required for:

- Advertising of the job offer on the Agence dentaire de l'Outaouais website
- Sharing the job offer on the social media of the Agence dentaire de l'Outaouais
- Customized search in the database of the Agence dentaire de l'Outaouais.

b. If the Client hires the dentist referred by the Agency, the 500\$ fee will be deducted from the placement cost.

c. If the Client cancels the service order after receiving the dentist's resume, an additional fee of 100\$ will be charged.



### 3) Invoicing

"Long-term" placement services will be invoiced upon the hiring of the dentist by the Client.

### 4) Guarantee

Dentist: if after 3 months of working following the hiring of a candidate by the client, the hired candidate does not meet the criteria required by the client or decides to leave the employment, the Agence undertakes to search for a new candidate to fill this position at no additional cost. The Agency will conduct **ONLY ONE** new search at no charge to fill a long-term position.



**Signature:**

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**Date:**

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**The Client**

N.B

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- All the prices don't include the taxes;
- In this document, the use of the masculine gender in referring to persons is for the exclusive purpose of facilitating the text. We recognize that candidates or clients may be men or women without discrimination;
- Rates, policies and regulations are subject to change without notice.