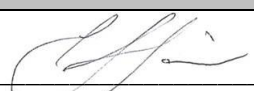
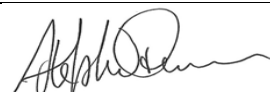
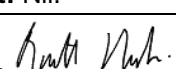
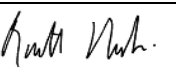


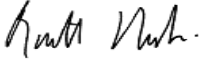
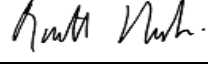
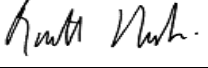

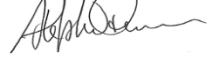


## General Practice Registrar Subsidy Policy

Description		
Domain:	Educational	
Policy Number:	EDU015	
TRIM Folder Number:	12/11681	
Responsible Area/Dept:	Director of Training (DoT)	
Date originally adopted:	04 February 2008	
Author:	Dr Tamsin Cockayne, DoT	
<b>Distribute to:</b>	Program Participants ✓	Staff ✓
		Board ✓
<b>Via:</b>	Information Bulletin ✓	Email ✓
		Website ✓
<b>This Policy includes:</b>	Procedure	✓
	Instrument(s) or Delegation(s)	x
	Attachment(s)	✓
Approval Process:		
Executive Manager Education and Support approved to progress	Yes	Signature:  Date approved: 18 / 01 / 2018
Board approved to progress	N/A	
Final Authorisation	CEO	
Review Cycle	Annually and as required	
<b>Signature</b>		18 / 01 / 2018
Name and Title	Stephen Pincus, CEO	Date

Year Reviewed		
2012	<b>Comment:</b> Nil.	
	Signature: 	02 / 11 / 2012
	Name & Title: Dr Brett Dale, CEO	Date
2013	<b>Comment:</b> Updated contact email address on Pg 8 - GP Registrar Subsidy Form to <a href="mailto:registrar@ntgpe.org">registrar@ntgpe.org</a>	
	Signature: 	04 / 06 / 2013
	Name & Title: Dr Brett Dale, CEO	Date
2014	<b>Comment:</b> Updated Clause 2.2.4 in Procedure from DMCE to CEO. Deleted Clause 3 in Procedure (duplicate of Clause 5.0 in Policy).	
	Signature: 	09 / 01 / 2014
	Name & Title: Dr Brett Dale, CEO	Date

2015	<b>Comment:</b> Updated Clause 3.0 Definitions and Acronyms. Included respite weekend into the policy, procedure and schedule.	
	Signature 	05 / 01 / 2015
	Name & Title Dr Brett Dale / CEO	Date
2016	<b>Comment:</b> updated remote definition and removed reference to very remote. Updated DMCE to DoT.	
	Signature 	12 / 01 / 2016
	Name & Title Dr Brett Dale / CEO	Date
2016	<b>Comment:</b> inserted clarification on rental assistance eligibility.	
	Signature 	03 / 02 / 2016
	Name & Title Dr Brett Dale / CEO	Date
2016	<b>Comment:</b> updated Remote Location definition, clarified 2.1.4 claim period in procedure, updated rental assistance eligibility.	
	Signature 	09 / 04 / 2016
	Name & Title Dr Brett Dale / CEO	Date
2017	<b>Comment:</b> refined eligibility criteria including definition of core vocational training and amended limits to be per placement rather than year.	
	Signature 	18 / 01 / 2017
	Name & Title Stephen Pincus, CEO	Date
2018	<b>Comment:</b> included definition re training year to clarify when subsidies are claimable. Clarified when a laptop can be purchased. Included subsidy for FARGP emergency course and 2 <sup>nd</sup> ACRRM emergency course.	
	Signature 	18/01/2018
	Name & Title Stephen Pincus, CEO	Date

## Policy

### 1.0 Purpose

Northern Territory General Practice Education (NTGPE) acknowledges that General Practice (GP) registrars in remote communities face increased costs in addition to experiencing social and professional isolation. NTGPE will therefore offer additional education and financial support opportunities to GP registrars living in remote areas during their training with NTGPE.

### 2.0 Scope

#### 2.1 Application

This policy applies to all GP registrars who are enrolled in Australian General Practice Training Program (AGPT) with NTGPE and undertaking core vocational training units (definition below). There are specific entitlements for those working, training and residing remote i.e. >100km outside of Alice Springs or Darwin for a minimum of three (3) nights per week.

#### 2.2 Limitations

These subsidies are subject to ongoing funding support from the Federal Government.

### 3.0 Acronyms & Definitions

3.1 **ACRRM** – Australian College of Rural and Remote Medicine.

3.2 **AGPT** – Australian General Practice Training program.

3.3 **CEO** – Chief Executive Officer.

3.4 **Core vocational training units** - refers to GPT1, GPT2, GPT3, mandatory elective and extended skills training for FRACGP registrars as well as advanced rural skills training for FARGP registrars and primary rural and remote training and advanced specialised training for FACRRM registrars.

3.5 **DoH** – Department of Health.

3.6 **DoT** – The Director of Training has overall responsibility for NTGPE's medical education and training program, including design, implementation and evaluation.

3.7 **FARGP** – Fellowship of Advanced Rural General Practice

3.8 **FIFO** – Fly-in fly-out, a method of employing people in remote areas by flying them temporarily to the work site.

3.9 **General Practice Registrar (GP registrar)** – a GP registrar training through NTGPE under the Australian General Practice Training Program (AGPT).

3.10 **GP registrar Program Manager (GP registrar PM)** – the lead administrator responsible for co-ordination, support and management for the GP registrar program.

3.11 **GP registrar support team** – includes administrative staff members who assist the program managers to administer the GP registrar program. The role of the team is to answer all your general enquiries or direct GP registrars to the best person to assist.

3.12 **Remote location** - working, training and residing >100km outside of Alice Springs or Darwin a minimum of 3 nights per week.

3.13 **Remote location placement** – for the purposes of this policy a remote location placement is regarded as working, training and residing >100km outside of Alice Springs or Darwin a minimum of three (3) nights per week for a minimum period of six (6) calendar months.

3.14 **RACGP** – The Royal Australian College of General Practitioners.

**3.15 Training Year** – is the current GP registrar training year for the NTGPE GP registrar training program e.g. 22 January 2018 to 3 February 2019.

**3.16 TRIM** – NTGPE's Records and Information Management System.

## **4.0 Responsibilities**

### **4.1 Responsibilities of NTGPE**

4.1.1 Provide financial support to GP registrars electing to work and live in remote locations to:

- encourage GP registrars to consider training, working and living in remote communities;
- improve and maintain GP registrars' wellbeing, training, working and living in remote areas; and
- acknowledge the dedication of GP registrars and their partner/children in providing a valuable service to remote communities.

4.1.2 Enlist, when and where applicable criteria are met, additional financial support offered by other organisations, institutions and government departments.

4.1.3 Provide relevant information relating to subsidies to new GP registrars.

4.1.4 Promote remote subsidies to GP registrars intending to live, work and train in remote locations through education and training staff.

### **4.2 Responsibilities of GP registrars**

4.2.1 Seek financial subsidies from all available funding sources before NTGPE subsidies are sought.

4.2.2 Apply for NTGPE subsidies when appropriate, complete the relevant forms and provide information as requested for processing of application for subsidies.

4.2.3 Provide relevant documentation, receipts and invoices before subsidies are released or reimbursed.

4.2.4 Declare other funding, reimbursement and scholarship funds for the items being claimed to enable NTGPE to make a fair judgment for the subsidies that may be awarded.

## **5.0 Inclusions to this Policy**

5.1 Procedure

## **6.0 Attachments**

Attachment 1 - GP Registrar Subsidies Schedule

## **7.0 Resources**

7.1 [FOREDU002 GP Registrar Subsidy Claim Form](#)

## **8.0 Related Policies and Legislation**

Nil.

## Procedure

### 1.0 Procedure

#### 2.1 General Information

- 2.1.1 GP registrars are notified of the GP registrar subsidy policy and related procedure at orientation with an explanation that:
- they must seek financial subsidies from all relevant government and non-government stakeholders before access to NTGPE subsidies will be considered; and
  - reimbursement of monies through the NTGPE GP registrar subsidy policy will only be made with the provision of a tax invoice or other agreed evidence of payment by the GP registrar and, if relevant, successful certificate of completion for the course undertaken.
- 2.1.2 A GP registrar may seek assistance for:
- relocation costs within the Northern Territory only (excluding partners and pets);
  - rental assistance (GP registrars are excluded from a subsidy under this policy if already receiving a rental subsidy from their or their partner's employer);
  - internet access;
  - education resources relevant to GP registrar training;
  - courses relevant to GP registrar training; and
  - respite breaks
- Note:**
- Review Schedule for GP Registrar Subsidies (Attachment 1) for eligibility criteria.
  - GP registrars claiming airfares as part of their relocation costs or respite break must book the lowest available economy fare for the day of travel. GP registrars are encouraged to make their own arrangements and then seek reimbursement however NTGPE's Corporate Travel Coordinator can facilitate bookings on GP registrars behalf if needed. To action contact the GP registrar support team to arrange assistance [registrar@ntgpe.org](mailto:registrar@ntgpe.org).
- 2.1.3 Claims for subsidies other than rental and internet may be made at any time during the current training year provided they do not exceed the annual funding limitation.
- Rental and internet subsidies will be paid in a lump sum at the end of each training term. Claims for rental and internet subsidies should be submitted one month prior to the end of term.
- 2.1.4 Subsidies may only be claimed for the current training year (as per definition) and have to be lodged with NTGPE no later than two (2) weeks after the end of the applicable training year unless otherwise stated in the GP Registrar Subsidies Schedule at Attachment 1; late claims will not be paid.
- 2.1.5 Where a subsidy has a cap per six (6) month remote location placement a GP registrar can accrue entitlements prior to claiming if they undertake consecutive remote location placements in the one training year, except in the case of respite breaks, these must be taken during each term.
- 2.1.6 Part time GP registrars will receive funds on a pro rata basis.
- 2.1.7 Subsidies are not available for any GP registrar on leave from the program or on extension terms (assessment or fellowship).

## **2.2 Procedure**

- 2.2.1 The GP registrar will seek financial subsidies from all available funding sources before NTGPE subsidies are applied for.
- 2.2.2 If unable to access funds from other sources the GP registrar submits a GP registrar subsidy claim form with supporting documentation, including a paid tax invoice and, if applicable, a certificate of successful completion of course to the GP registrar support team [registrar@ntgpe.org](mailto:registrar@ntgpe.org) .
- 2.2.3 The GP registrar support team checks the current subsidy balance and location of the individual GP registrar and forwards this information with the claim form to the designated GP registrar PM, who after approving forwards it to the NTGPE finance office for payment into the GP registrar's bank account.
- 2.2.4 The GP registrar support team monitors the spent funds for each eligible GP registrar.
- 2.2.5 The GP registrar PM provides a bi-annual report on the cost of subsidising GP registrars to the CEO. This information will inform future allocation of subsidies in support of GP registrars.
- 2.2.6 Questions regarding funding approvals and payments must be directed to the GP registrar support team [registrar@ntgpe.org](mailto:registrar@ntgpe.org) .

## **2.3 Filing and Documentation**

- 2.3.1 Copies of the GP registrar subsidies claim form and supporting documents are stored in the relevant GP registrar's personal file in TRIM.

## Attachment 1 - GP Registrar Subsidies Schedule

Claimable items	Criteria	Limits	Comments and limitations
Relocation expenses <b>within</b> the Northern Territory during training and immediately on completion of training.	Remote location	Max \$1,000 per six (6) month remote location placement.	<ul style="list-style-type: none"> <li>Applicable to GP registrar costs only and only applicable if not covered by your employer.</li> <li>Airfare bookings must be the lowest available economy fare for the day of travel.</li> <li>Not available to FIFO positions based in Alice Springs or Darwin.</li> </ul>
Courses applied for and attended while living and training in a remote location (as defined) (includes colleges' exam/assessment preparation courses relevant to the GP registrars end point qualification excludes conferences).	Remote location	Max \$500 per six (6) month remote location placement.	<ul style="list-style-type: none"> <li>GP registrars to check with the GP registrar support team that the course is reimbursable.</li> <li>Travel and accommodation costs <b>are not reimbursable</b>.</li> <li>Not available to FIFO positions based in Alice Springs or Darwin.</li> </ul>
Emergency Course i.e.:- meeting colleges' emergency medicine requirement for training. E.g.:- REST, EMST, ALS	All GP registrars	Max. \$2,000 per training program duration.	<ul style="list-style-type: none"> <li>One course only during duration of training is reimbursable. GP registrars to check with the GP registrar support team that course is reimbursable.</li> <li>Travel and accommodation costs <b>are not reimbursable</b>.</li> </ul>
Emergency Course for FARGP and ACRRM GP registrars i.e. – meeting FARGP and ACRRM requirement of 2 emergency courses	GP registrars enrolled in FARGP and or ACRRM	Max. \$2,000 per training program duration	<ul style="list-style-type: none"> <li>One course only during duration of training is reimbursable. GP registrars to check with the GP registrar support team that the course is reimbursable.</li> <li>Travel and accommodation costs <b>are not reimbursable</b>.</li> </ul>
Internet Access	All GP registrars	Max \$30 per month.	<ul style="list-style-type: none"> <li>To enable all GP registrars to access online resources.</li> <li>Paid in a lump sum at the end of term. GP registrars are to submit claim one month prior to the end of term.</li> </ul>
Educational Resources (e.g. textbooks, laptop, subscription, webcam)	Remote location	Max \$500 per six (6) month remote location placement.	<ul style="list-style-type: none"> <li>One laptop or iPad per GP registrar for the training program duration. This can be purchased one month prior to the commencement of the remote placement but must be purchased no later than two months into the remote placement.</li> <li>Subscriptions (internet &amp; journal) must have direct bearing on education. GP registrars to check with GP registrar PM if subscription is reimbursable.</li> <li>FIFO positions based in Alice Springs are eligible for educational resources as above.</li> </ul>
Respite Break	Remote location	Max \$1,500 per six (6) month remote location placement however if you are located in a community only accessible by charter please contact the GP registrar support team to discuss	<ul style="list-style-type: none"> <li>One only respite break per six (6) month remote location placement includes travel and two (2) nights accommodation for the GP registrar. (for travel within the NT).</li> <li>FIFO positions based in Alice Springs are eligible for respite as above.</li> </ul>
Rental Assistance	Remote location	Max \$100 per week.	<ul style="list-style-type: none"> <li>To be eligible for rental assistance the GP registrar must be paying a minimum of \$200 per week rent (prior to subsidy) <b>in</b> the remote location.</li> <li>Paid as a lump sum at the end of six (6) month remote location placement. GP registrars are to submit the claim one month prior to the end of placement.</li> </ul>



**Note:**

- Reimbursement on provision of a receipt of paid tax invoice or other agreed evidence of payment between the GP registrar PM and the GP registrar and, if relevant, certificate of successful completion of course reimbursement is being sought for.
- This schedule applies to all GP registrars enrolled in the AGPT program with NTGPE and undertaking core vocational training units (as defined above).

## **Required Documentation for Reimbursement**

### **1. Relocation**

- If GP registrar is using own vehicle travel is reimbursed based on a set rate for each kilometre travelled as defined by ATO
- Paid tax invoice of airline charges, this must be in the GP registrar's name
- Paid tax invoice from vehicle rental company.

### **2. Courses**

- Paid tax invoice of course fees;
- Copy of certificate of successful completion of course.

### **3. Internet Access**

- Copy of Internet Service Provider bill showing account in GP registrars name with connection at current placement location;
  - In the case of shared accommodation and internet account under someone's else name provision of a statement from the account holder confirming registrar's monthly contribution towards the internet cost in addition to a copy of the internet company bill.
- The account should be from the commencement of the placement or period from which the claim is to commence.
- If using pre-paid top ups, copy of top up receipts or credit card statement showing top up amount and date.
- This subsidy will be paid in a lump sum at the end of term. GP registrars are to submit their claim one month prior to the end of term.

### **4. Educational Resources**

- Paid tax invoice for text books purchased and/or journal subscriptions.
- Paid tax invoice for laptop, webcams purchased.

### **5. Rent Assistance**

- A copy of lease showing:
  - commencement and end date of lease, address of property;
  - rental charges; and
  - the name of GP registrar on lease, or
  - a letter from the property owner or real estate agent with the above information.
- This subsidy will be paid in a lump sum at the end of term. GP registrars are to submit their claim one month prior to the end of term.

### **6. Respite Break**

GP registrars are encouraged to make their own arrangements and then seek reimbursement using the subsidy claim form, however NTGPE's Corporate Travel Coordinator can facilitate bookings on GP registrars behalf if needed, to action contact the GP registrar support team to arrange assistance.

When submitting your claim please provide the following:

- If GP registrar is using own vehicle travel is reimbursed based on a set rate for each kilometre travelled as defined by ATO
- Paid tax invoice of airline charges in the GP registrar's name
- Paid tax invoice of accommodation charges.