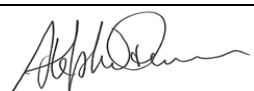
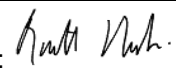

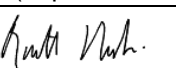




General Practice Registrar Subsidy Policy

Description			
Domain:	Educational		
Policy number:	EDU015		
TRIM number:	12/11681		
Responsible area/dept:	Director of Training (DoT)		
Date originally adopted:	04/02/2008		
Author:	Dr Tamsin Cockayne, DoT		
Distribute to:	Program Participants ✓	Staff ✓	Board ✓
Via:	Information Bulletin ✓	Email ✓	Website ✓
This Policy includes:	Procedure		✓
	Instrument(s) or Delegation(s)		x
	Attachment(s)		✓
Approval process:			
Executive Manager Education and Support approved to progress	Yes	Signature:  Date approved: 20/11/2019	
Board approved to progress	N/A		
Final authorisation	CEO		
Review cycle	Annually and as required		
Signature			20/11/2019
Name and Title	Stephen Pincus, CEO		Date







Year reviewed			
2012	Comment: Nil.		
	Signature: 	02/11/2012	
	Name & Title: Dr Brett Dale, CEO	Date	
2013	Comment: Updated contact email address on Pg. 8 - GP Registrar Subsidy Form to registrar@ntgpe.org		
	Signature: 	04/06/2013	
	Name & Title: Dr Brett Dale, CEO	Date	
2014	Comment: 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	

This is a quality-controlled document which may not be current once printed and must not be altered without the approval of the authority.



Year reviewed		
2015	Comment: Updated Clause 3.0 Definitions and Acronyms. Included respite weekend into the policy, procedure and schedule.	
	Signature <i>Brett Dale</i>	05/01/2015
	Name & Title Dr Brett Dale, CEO	Date
2016	Comment: updated remote definition and removed reference to very remote. Updated DMCE to DoT.	
	Signature <i>Brett Dale</i>	12/01/2016
	Name & Title Dr Brett Dale, CEO	Date
2016	Comment: inserted clarification on rental assistance eligibility.	
	Signature <i>Brett Dale</i>	03/02/2016
	Name & Title Dr Brett Dale, CEO	Date
2016	Comment: updated Remote Location definition, clarified 2.1.4 claim period in procedure, updated rental assistance eligibility.	
	Signature <i>Brett Dale</i>	09/04/2016
	Name & Title Dr Brett Dale, CEO	Date
2017	Comment: refined eligibility criteria including definition of core vocational training and amended limits to be per placement rather than year.	
	Signature <i>Stephen Pincus</i>	18/01/2017
	Name & Title Stephen Pincus, CEO	Date
2018	Comment: 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 nd ACRRM emergency course.	
	Signature <i>Stephen Pincus</i>	18/01/2018
	Name & Title Stephen Pincus, CEO	Date
2018	Comment: updated to reflect new MMM6 / MMM7 training location requirement and associated increased subsidies	
	Signature <i>Stephen Pincus</i>	05/04/2018
	Name & Title Stephen Pincus, CEO	Date
2018	Comment: MMM7 education allowance guidelines within Attachment 1 GP registrar Subsidies Schedule corrected. Did say Subsidy cannot be combined with <u>course</u> travel and accommodation however it should say Subsidy cannot be combined with <u>respite</u> travel and accommodation as per MMM6.	
	Signature <i>Stephen Pincus</i>	13/11/2018
	Name & Title Stephen Pincus, CEO	Date



Year reviewed					
2019	<p>Comment: updated the required documentation to include that fuel receipts as evidence of the journey undertaken are required for payment of use of vehicle for relocation, respite breaks and course travel, ATO pay rates will still apply. Added clause 1.1.4 - If GP registrars are cohabitating only one can claim for rental and/or internet subsidy, not both. Added MMM definition.</p>				
	<table border="1"> <tr> <td>Signature </td> <td>31/01/2019</td> </tr> <tr> <td>Name & Title Stephen Pincus, CEO</td> <td>Date</td> </tr> </table>	Signature 	31/01/2019	Name & Title Stephen Pincus, CEO	Date
Signature 	31/01/2019				
Name & Title Stephen Pincus, CEO	Date				
2019	<p>Comment: Updated Clause 2.2 limitations, dot points 3-6 added. Added new definition under Clause 3., training term. Added accommodation reimbursement limited to \$250 per night under procedures. Updated GP registrar subsidies schedule to clarify that conference registration and exam/conference travel costs are not claimable and clarified that GP registrars are responsible for any associated changes with airfare bookings.</p>				
	<table border="1"> <tr> <td>Signature </td> <td>20/11/2019</td> </tr> <tr> <td>Name & Title Stephen Pincus, CEO</td> <td>Date</td> </tr> </table>	Signature 	20/11/2019	Name & Title Stephen Pincus, CEO	Date
Signature 	20/11/2019				
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 in MMM6 or MMM7 locations for a minimum of three (3) nights per week consistently across the 26-week term. Review the [Doctor Connect](#) website to establish your placement classification.

2.2 Limitations

- This policy comes into effect as at 3 February 2020. Only claims related to placements from this date are claimable.
- These subsidies are not available to GP registrars completing hospital-based ESP/AST/ARST terms.
- These subsidies are not available to GP registrars undertaking a second AST/ARST in any location.
- These subsidies are not available to GP registrars on leave from the program.
- These subsidies are not available to GP registrars undertaking extension terms (extension for assessment purposes, extension awaiting fellowship, extension - transition, extension – elective).
- These subsidies are not available to ADF defence force registrars with the exception of the internet subsidy.
- These subsidies are subject to NTGPE receiving similar funding from the Federal Government for the AGPT program in 2019-21 as it received in 2016-18.

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. Note the limitation: These subsidies are not available to GP registrars completing hospital-based ESP/AST/ARST terms.

3.5 DoH – Department of Health

3.6 FARGP – Fellowship of Advanced Rural General Practice



- 3.7 FIFO** – Fly-in fly-out, a method of employing people in remote areas by flying them temporarily to the work site.
- 3.8 General Practice Registrar (GP registrar)** – a GP registrar training through NTGPE under the Australian General Practice Training Program (AGPT).
- 3.9 GP registrar Program Manager (GP registrar PM)** – the lead administrator responsible for co-ordination, support and management for the GP registrar program.
- 3.10 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.
- 3.11 Immediate family** – for the purpose of this policy immediate family is the GP registrar’s spouse or children.
- 3.12 MMM** – the Modified Monash Model is a recently developed geographical classification system, using up-to-date population data, which the Government can use to better address the maldistribution of medical services across Australia.
- 3.13 Training location requirement** – for the purposes of this policy the training location requirement is regarded as working, training and residing 12 months MMM6 area *and/or* six months MMM7 area for a minimum of three (3) nights per week.
- 3.14 RACGP** – The Royal Australian College of General Practitioners.
- 3.15 Training Term** – either described as 2020.1 (3 February to 2 August) or 2020.2. (3 August to 31 January 2021)
- 3.16 Training year** – is the current GP registrar training year for the NTGPE GP registrar training program e.g. 3 February 2020 to 31 January 2021.
- 3.17 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 MMM6 and MMM7 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.
- 4.2.5 Apply for the subsidies within the timeframes provided in this policy.

5.0 Inclusions to this policy

- 5.1 Procedure

6.0 Attachments

- 6.1 Attachment 1 - GP Registrar Subsidies Schedule

7.0 Resources

- 7.1 [FOREDU002 GP Registrar Subsidy Claim Form \(MMM6-MMM7\)](#)

8.0 Related policies and legislation

Nil.

Procedure

1.0 Procedure

1.1 General Information

1.1.1 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 paid tax invoice or other agreed evidence of payment by the GP registrar and, if relevant, successful certificate of completion for the course undertaken.

1.1.2 A GP registrar may seek assistance for:

- relocation costs within the Northern Territory only;
- 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.
- Accommodation reimbursement is limited to \$250 per night maximum.
- GP registrars are encouraged to make their own arrangements and then seek reimbursement however NTGPE's Travel and Housing Coordinator can facilitate bookings on GP registrar's behalf if needed. To action contact the GP registrar support team to arrange assistance registrar@ntgpe.org.

1.1.3 Claims for subsidies may be made at any time during the current training term (as per definition) but not more than two weeks after the end of the training term, provided they do not exceed the term funding allowance.

Rental and internet subsidies will be paid in a lump sum at the end of each training term. Claims for rental and internet subsidies have to be submitted one month prior to the end of term. Claims received more than two weeks after the end of the term will not be accepted.

1.1.4 If GP registrars are cohabitating only one can claim for rental and/or internet subsidy, not both.

1.1.5 Subsidies may only be claimed for the current training term (as per definition) and have to be lodged with NTGPE no later than two (2) weeks after the end of the applicable training term unless otherwise stated in the GP Registrar Subsidies Schedule (Attachment 1); late claims will not be paid. Refer 1.1.7 re allocations per term.



- 1.1.6 Part time GP registrars will receive funds on a pro rata basis.
- 1.1.7 Refer to Clause 2.2. of the policy for limitations of application of subsidies.
- 1.1.8 Subsidies cannot be accrued or accumulated from term to term. If you have not used your entire allocation per term then it is forfeited, and you cannot advance purchase into the next term.

1.2 Procedure

- 1.2.1 The GP registrar will seek financial subsidies from all available funding sources before NTGPE subsidies are applied for.
- 1.2.2 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 (not required for exam preparation courses) to the GP registrar support team registrar@ntgpe.org .
- 1.2.3 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.
- 1.2.4 The GP registrar support team monitors the spent funds for each eligible GP registrar.
- 1.2.5 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.
- 1.2.6 Questions regarding funding approvals and payments must be directed to the GP registrar support team registrar@ntgpe.org .

1.3 Filing and Documentation

- 1.3.1 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

Subsidies available to GP registrars in MMM2 to MMM5 training locations

Items included within the subsidy guidelines are:

Emergency Course i.e.: meeting colleges' emergency medicine requirement for training. E.g. REST, EMST, ALS	Maximum \$2,000 per training.	<ul style="list-style-type: none"> One course only during the duration of training is reimbursable. GP registrars to check with the GP registrar support team that the course is reimbursable. Travel and accommodation costs are not reimbursable. Only courses undertaken in Australia are reimbursable.
Internet Access	Max. \$30 per month.	<ul style="list-style-type: none"> To enable all GP registrars to access online resources. Paid in a lump sum at the end of the term. GP registrars are to submit claim one (1) month prior to the end of term.

Subsidies available to GP registrars in a MMM6 training location

GP registrars will receive up to a maximum of \$5,000 per 6-month MMM6 placement.

Items included within the subsidy guidelines are:

Emergency Course i.e. meeting colleges' emergency medicine requirement for training. E.g. REST, EMST, ALS	Maximum \$2,000 per training. Not included in the \$5,000 MMM6 subsidy total	<ul style="list-style-type: none"> One course only during the duration of training is reimbursable. GP registrars to check with the GP registrar support team that the course is reimbursable. Only courses undertaken in Australia are reimbursable. Travel and accommodation costs are not reimbursable.
Internet Access	Max. \$30 per month. Not included in the \$5,000 MMM6 subsidy total	<ul style="list-style-type: none"> To enable all GP registrars to access online resources. Paid in a lump sum at the end of the term. GP registrars are to submit claim one (1) month prior to the end of term.
Rental assistance	Max \$100 per week for placement duration. Not included in the \$5,000 MMM6 subsidy total	<ul style="list-style-type: none"> To be eligible for rental assistance the GP registrar must be paying a minimum of \$200 per week rent (prior to subsidy). Subsidy is paid as a lump sum at the end of the six (6) month MMM6 placement. GP registrars are to submit the claim one (1) month prior to the end of the term.
Respite Break	Max. \$1000 per training term within \$5,000 total subsidy amount for GP registrars in MMM6	<ul style="list-style-type: none"> Only one respite break per six (6) month MMM6 placement. Includes flights and unlimited accommodation anywhere within Australia. Accommodation limit of up to \$250 per night May include a GP registrar's immediate family traveling interstate with the GP registrar, or alternatively coming to visit the GP registrar at their placement location. Subsidy cannot be combined with course and or exam attendance travel and accommodation.
Relocation	Unlimited within \$5,000 total subsidy amount for GP registrars in MMM6	<ul style="list-style-type: none"> Subsidy does not cover interstate relocation to/from the Northern Territory. Relocation applies only to the GP registrar upon moving to/from their MMM6 placements upon commencement and completion of their placement. (extension terms excluded)

<p>Education (textbooks, laptop, subscriptions, medical equipment, training, PD courses, exam prep courses)</p> <p>Conferences registration and travel costs are not claimable</p> <p>Exam travel costs are not claimable</p>	<p>Unlimited within \$5,000 total subsidy amount for GP registrars in MMM6</p>	<ul style="list-style-type: none"> • One laptop or tablet device per GP registrar for the entire training program duration. This can be purchased one month prior to the commencement of the MMM6 placement but must be purchased no later than two months into the MMM6 placement. Accessories and support plans are not reimbursable. • All PD courses, medical equipment and associated training must be training relevant / related to your role as a General Practitioner. • Subsidy may include travel and accommodation for travel related expenses relevant to the course duration (one night either side of course length). • Subsidy cannot be combined with respite and or exam attendance travel and accommodation.
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Subsidies available to GP registrars training in a MMM7 training location

GP registrars will receive up to a maximum of \$10,000 per 6-month MMM7 placement.

Items included within the subsidy guidelines are:

<p>Emergency Course i.e. meeting colleges' emergency medicine requirement for training. E.g. REST, EMST, ALS</p>	<p>Maximum \$2,500 per training. Not included in the \$10,000 MMM7 subsidy total</p>	<ul style="list-style-type: none"> • One course only during the duration of training is reimbursable. GP registrars to check with the GP registrar support team that the course is reimbursable. • Only courses undertaken in Australia are reimbursable. • Subsidy may include travel and accommodation for travel related expenses relevant to the course duration (one night either side of course length). (note: course and travel expenses cannot exceed \$2,500) • Subsidy cannot be combined with respite, course or exam attendance travel and accommodation.
<p>Internet</p>	<p>Max \$60 per month. Not included in the \$10,000 MMM7 subsidy total</p>	<ul style="list-style-type: none"> • To enable all GP registrars to access online resources. • Paid in a lump sum at the end of the term. GP registrar are to submit claim one (1) month prior to the end of term.
<p>Rental Assistance</p>	<p>Max \$200 per week for placement duration. Not included in the \$10,000 MMM7 subsidy total</p>	<ul style="list-style-type: none"> • To be eligible for rental assistance the GP registrar must be paying a minimum of \$200 per week rent (prior to subsidy). • Subsidy is paid as a lump sum at the end of the six (6) month MMM7 placement. GP registrars are to submit the claim one (1) month prior to the end of the term.
<p>Respite Break</p>	<p>Max. \$2000 per training term within \$10,000 total subsidy amount for GP registrars in MMM7</p>	<ul style="list-style-type: none"> • Only one respite break per six (6) month MMM7 placement. • Includes flights and unlimited accommodation anywhere within Australia. Accommodation limit of up to \$250 per night • May include a GP registrar's immediate family traveling interstate with the GP registrar, or alternatively coming to visit the registrar at their placement location. • Subsidy cannot be combined with course and or exam attendance travel and accommodation.
<p>Relocation</p>	<p>Unlimited within \$10,000 total subsidy amount for GP registrars in MMM7</p>	<ul style="list-style-type: none"> • Subsidy does not cover interstate relocation to/from the Northern Territory. • Relocation applies to GP registrars and their immediate family upon moving to/from their MMM7 placements upon commencement and completion of their placement. (Extension terms excluded) • Storage costs within the Northern Territory during MMM7 placement will be reimbursed within the limits of this subsidy.

<p>Education (textbooks, laptop, subscriptions, medical equipment, training, PD courses, exam prep courses)</p> <p>Conference registration and travel are not claimable</p> <p>Exam travel costs are not claimable</p>	<p>Unlimited within \$10,000 total subsidy amount for GP registrars in MMM7</p>	<ul style="list-style-type: none"> • One laptop or tablet device per GP registrar for the entire training program duration. This can be purchased one month prior to the commencement of the MMM7 placement but must be purchased no later than two months into the MMM7 placement. Accessories and support plans are not reimbursable. • All PD courses, medical equipment and associated training must be training relevant / related to your role as a General Practitioner. • Subsidy may include travel and accommodation for travel related expenses relevant to the course duration (one night either side of course length). • Subsidy cannot be combined with respite and or exam attendance travel and accommodation.
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For noting:

- 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).
- Airfares: Only economy airfares will be reimbursed. Any fees or charges associated with a change in the airfare booking will be the GP registrars' responsibility and not claimable under this policy
- Accommodation: limited to up to \$250 per night maximum. Any fees or charges associated with a change in the accommodation booking will be the GP registrars' responsibility and not claimable under this policy.
- Respite and course travel and accommodation cannot be combined.
- Subsidies cannot be accrued or accumulated from term to term. If you have not used your entire allocation per term then it is forfeited and you cannot advance purchase into the next term.

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. As evidence the GP registrar must provide fuel receipts that correlate to the relocation journey, payment will not occur without the substantiation.
- Paid tax invoice of airline charges, this must be in the GP registrar's name.
- Paid tax invoice from vehicle rental company.

2. Courses and course travel

- Paid tax invoice of course fees;
- Copy of certificate of successful completion of course (not required for exam preparation courses).
- If GP registrar is using own vehicle travel is reimbursed based on a set rate for each kilometre travelled as defined by ATO. As evidence the GP registrar must provide fuel receipts that correlate to the course journey, payment will not occur without the substantiation.
- Paid tax invoice of airline charges, this must be in the GP registrar's name.
- Paid tax invoice from vehicle rental company.
- Paid tax invoice of accommodation charges.

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.

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 Travel and Housing Coordinator can facilitate bookings on GP registrars behalf if needed, to action contact the GP registrar support team registrar@ntgpe.org 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. As evidence the GP registrar must provide fuel receipts that correlate to the respite break journey, payment will not occur without the substantiation.
- Paid tax invoice of airline charges in the GP registrar's or immediate family name.
- Paid tax invoice of accommodation charges.