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Guidelines for Registrar Financial Assistance 2022

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Note

The training and education of registrars on the AGPT program will transition to college-led training (CLT) with the RACGP or the ACRRM from 1 February 2023. These Guidelines will cease to apply from 31 January 2023.

1. Purpose

To provide details of financial support available to eligible registrars participating in the Australian General Practice Training (AGPT) program managed by GPEX Limited. Financial support, dependent on registrar eligibility, covers the following:

- Associated travel and accommodation costs for Training Activities
- Rental support
- Relocation costs
- External education courses
- Rural support package

Financial support is available to registrars completing community general practice training terms, extended skills terms and enhanced training terms in rural locations. Financial support is not available for registrars completing extension awaiting fellowship terms.

2. How to claim

Complete the corresponding Registrar Expense Claim Form and send to the Finance Department along with any required supporting documents, eg receipt or lease agreement

- Email: accounts@gpex.com.au
- Postal address: PO Box 579, UNLEY SA 5061

2.1 Expense claim forms

To download an expense claim form, log in to your GPEX One account and open the link located on the Resources page. All claims must be accompanied by proof of purchase.

Closing date for claims

Claims may be submitted at any time during the training year that the expenses were incurred, and must be received within 2-months of the end of the training year for the claim to be valid. Due to transition to college-led training, claims for the 2022 training year must be submitted no later than 31 January 2023, with payment for all claims will be completed by 31 March 2023.

3. Financial Assistance for Registrars Completing Rural Placements

3.1 Financial Support for Travel and Accommodation

The following guidelines outline financial support for travel and accommodation expenses for registrars undertaking rural placements.

3.2 Training Activity Claim Eligibility

- 3.2.1 Financial support for travel and accommodation, in accordance with these guidelines, may be claimed for the following Training Activities:
- GPEX Orientation
 - Regional Workshops/Critical Case Analysis
 - Wellbeing Workshop
 - A Day in General Practice
 - Aboriginal Health and Culture Workshop
 - Simulation/ALS
 - GPEX-run Exam Preparation Workshops (RACGP Written and Clinical, ACRRM MCQ and StAMPS)
 - GP Excel Face-toFace workshops
- 3.2.2 Placement interviews and College exams/assessments are not a Training Activity.
- 3.2.3 Financial support for travel and accommodation expenses is at the discretion of GPEX.
- 3.2.4 If the workshop you are attending is not specifically listed in these guidelines please check eligibility with GPEX before making travel and accommodation arrangements.

3.3 Travel and Accommodation claims

- 3.3.1 Travel and accommodation claim limits:
- Travel and accommodation expense claims for registrars undertaking placements within 140km of Adelaide are limited to \$500 per Training Activity.
 - Travel and accommodation expense claims for registrars undertaking rural placements beyond 140km of Adelaide are limited to \$750 per Training Activity.
- 3.3.2 Proof of purchase
- Tax invoice receipts must be provided for all travel expenses claimed.
- 3.3.3 Mileage allowance
- Registrars traveling by car may claim mileage allowance for round trips greater than 150km. Mileage allowance claims are limited to 1000km per training activity.
 - Mileage allowance is paid on kilometres in excess of 150km at a rate of \$0.78/km. For example, if the total round trip is 180km, 30km x \$0.78 is claimable.
 - Distances will be verified using Google Maps
- 3.3.4 Accommodation
- Registrars undertaking rural placements may claim reimbursement of accommodation expenses up to \$150 per night.
 - Accommodation can be claimed based on the following:
 - a) If the total round trip is less than 400km, accommodation will be limited to one night for attendance at a two-day workshop.

- b) If the total round trip is greater than 400km, accommodation will be limited to one night for attendance at a one-day workshop and two nights for attendance at a two-day workshop.

3.3.5 Exclusions

GPEX will not reimburse the following expenses:

- Meals
- Car Parking
- Fuel
- Travel expenses for family members

3.4 Housing Rental Support

3.4.1 Eligibility

- Registrars undertaking a rural placement are eligible for rental support.
- Rental support will be provided on the basis the new rental property becomes the registrar's primary residence for the duration of their placement.
- The rental property must be within the rural community and the on-call radius of the practice.
- Unless otherwise agreed, the employer is under no obligation to meet a registrar's accommodation expenses.

3.4.2 Rental support claim limits

The amount of rental support will be determined according to the table below:

Training Level	Rural Placements Within 140km from Adelaide	Rural Placements Over 140km from Adelaide
<ul style="list-style-type: none"> • GPT1 • GPT2 • CGT1 • CGT2 • Advanced Specialised Training (AST) • Advanced Rural Skills Training (ARST) 	70% of the rental amount, up to a maximum of \$180 per week.	80% of the rental amount, up to a maximum of \$230 per week.
<ul style="list-style-type: none"> • GPT3 • GPT4 • CGT3 • CGT4 • Extended Skills 	50% of the rental amount, up to a maximum of \$130 per week.	70% of the rental amount, up to a maximum of \$200 per week.

- Rental support is not available to registrars who require an Extension Awaiting Fellowship.
- Payments will be made directly to the lessee, whether that is the practice or registrar.
- Registrars may submit a Rental support claim at the beginning of the semester for the duration of their placement. A payment for 13 weeks will be paid when the claim is received, and the remaining 13 weeks will automatically be paid at the half-way point of the semester.
- Rental support claims submitted in the final half of the semester will be paid in full.

- The registrar is responsible for the payment of any rental bond amount.
- All rental support claims must be accompanied by a signed tenancy agreement covering the duration of the registrar's placement.

3.4.3 Fringe Benefit Tax (FBT)

GPEX has received advice that FBT may be payable on the amount of rental assistance paid for a registrar. For the purpose of this advice, a registrar is considered an employee of the practice. In the context of these guidelines, a practice is responsible for assessing its liability, for preparing the appropriate returns and for the payment of any amount due in respect of each FBT year. It is recommended that practices not rely solely on this advice but seek an independent assessment of the FBT implications.

3.5 Relocation Support

3.5.1 Eligibility

A registrar is eligible for relocation support when required to **move to a rural location or between rural locations** to undertake community general practice training, extended skills terms and enhanced training terms.

Rural registrars moving to Adelaide to complete enhanced training terms not available in rural South Australia may, in certain circumstances, also be eligible and should enquire with their Program Coordinator.

To be eligible for financial support, the new property must become the registrar's primary residence for the duration of their placement.

3.5.2 Relocation claim limits

Relocation claims are limited to \$1250 per placement. This includes any mileage allowance and reimbursement of relocation expenses, at the discretion of GPEX.

- Mileage allowance
 - Registrars travelling by car may claim mileage allowance for round trips greater than 150km.
 - Mileage allowance is paid on km in excess of 150km at a rate of \$0.78/km. For example, if the total round trip is 180km, 30km x \$0.78 is claimable.
 - Distances will be verified using Google Maps
- Relocation Expenses
 - Expenses relating to relocation include hiring a van, trailer, truck or removalists. Flights and mileage can also be used as a relocation expense.
 - Please contact the GPEX Finance Team to discuss the need for other relocation related expenses, to receive pre-approval for reimbursement.
- Proof of purchase
 - Tax invoice receipts must be provided for all relocation expenses claimed.

4. Registrar Rural Support Package

GPEX offers Rural Support Packages to encourage registrars to complete community general practice training in rural and remote locations in South Australia. The packages consist of:

4.1 Placement Locations Eligible for \$7,500 Allowance per training semester

MMM Category	Practice Name	Town
MMM 7	Kangaroo Island Medical Clinic	Kingscote
MMM 6	Bayview Medical Services	Tumby Bay
MMM 6	Lower Eyre Family Practice	Cummins
MMM 6	Roxby Downs Family Practice	Roxby Downs
MMM 5	Beachport Medical Services	Beachport
MMM 5	Kanyaka Surgery	Quorn
MMM 5	Kingston Medical Centre	Kingston SE
MMM 5	Robe Medical Centre	Robe

4.2 Placement Locations Eligible for \$2,500 Allowance per training semester

- All other MMM 5 – MMM 7 placements 140km or greater from Adelaide.

4.3 Eligible Expenses for Reimbursement from the Registrar Rural Support Package

- Additional relocation costs above the allocated \$1,250 Relocation cap;
- The gap between your weekly GPEX rental reimbursement and the weekly rent paid. For example, rent \$500 per week – GPEX rental reimbursement \$200 per week = \$300 per week rental gap able to be claimed through Rural Support Package);
- Study related expenses, excluding exam fees and HECS repayments;
- Travel to visit family or return to Adelaide throughout your training;
- Travel to undertake College exams and/or assessments;
- Costs specifically related to being in a rural location. For example, additional equipment for your vehicle such as a bull bar;
- Please contact GPEX to clarify if specific expenses can be reimbursed before purchasing, as all claims are at the discretion of GPEX.

4.4 Application Process

- Registrars placed at practices at eligible locations will automatically qualify for the Rural Support Package.
- To claim the Rural Support Package registrars are to submit a Registrar Expense Claim Form with details of the reimbursement and circle 'Yes' in the 'Rural Support Claim' column.
- Proof of purchase is required.
- Please contact your Program Coordinator to discuss eligibility for the Rural Support Package if clarification is required.

5. Registrars completing Metropolitan placements

5.1 Eligibility

Registrars undertaking training in metropolitan and outer-metropolitan locations are not eligible for financial support for the following:

- Any travel and accommodation expenses
- Rental support
- Relocation costs
- Rural Support Package

5.2 External Education Courses

See section 6 for more information.

6. External Education Courses

6.1 Reimbursement of Course Fees

GPEX will reimburse the below course fee's for eligible registrars once the registrar has completed and passed the course. Please submit your course certificate with your claim form.

6.2 All Registrars

6.2.1 Advanced Life Support training

GPEX will provide an Advance Life Support training course to all new registrars commencing training in 2022. Financial support for related travel and accommodation may be claimed in accordance with section 3.3.

6.2.2 Extended Skills Posts

Some external courses may be funded as a component of an Extended Skills Post. Applications must be pre-approved by the Director of Medical Education and Training to be eligible for support.

6.2.3 Radiography Training

Radiography training may be funded for specific rural placements subject to application. For more information regarding the course, and travel and accommodation expense support, please contact your Program Coordinator.

6.3 ACRRM Registrars

6.3.1 Additional Emergency Training Funded by GPEX

- Rural Emergency Skills Training Course

In accordance with ACRRM core emergency medicine requirements, GPEX will fund the cost of the ACRRM Rural Emergency Skills Training (REST) course for ACRRM registrars. For more information regarding the course, and travel and accommodation expense support, please contact your Program Coordinator.

- Additional emergency medicine requirements

ACRRM has additional emergency medicine fellowship requirements that are the responsibility of each registrar. In addition to the ALS training specified in section 6.2.1, GPEX will fund a further emergency medicine course for registrars to meet the ACRRM requirements from the list specified by the college. Financial support for related travel and accommodation may be claimed in accordance with section 3.3.

6.4 RACGP Registrars

6.4.1 Pre-Fellowship BLS course

Please note that, RACGP has additional fellowship requirements that are the responsibility of each registrar. GPEX will fund one pre-Fellowship BLS course for RACGP registrars within 12 months of applying for Fellowship. GPEX does not provide travel and accommodation expense support for pre-Fellowship BLS courses.

6.5 RACGP FARGP Registrars

6.5.1 Advanced Emergency Skills Course

Please contact your Program Coordinator for information.