

## **RWAV Education Support Grant Guidelines 2018-19**

RWAV is responsible for administering education grants to eligible medical practitioners, nursing and allied health professionals working in an eligible location in rural and remote Victoria. The grants are designed to provide financial assistance to health professionals so they can access relevant education and up skilling opportunities to meet community need. General Practitioners (GPs) can also use the education support grant to access education and resources to facilitate preparation towards gaining Fellowship of either the Royal Australian College of General Practitioners (RACGP) or the Australian College of Rural and Remote Medicine (ACRRM).

The Education grant has two components:

- Training and up skilling of health professionals to meet community need;
- Education workshops and resources for GP's to prepare for GP fellowship exams

### **Eligibility Criteria**

1. Where applicable be registered with the Australian Health Practitioner Regulation Agency (AHPRA)
2. Work as a clinician in a private or public health practice that offers primary, continuing comprehensive whole person care for individuals, families and communities. Roles considered primary care must be based in a community setting outside of a rural/regional hospital or emergency care centre setting.
3. Provide a minimum of 6 sessions per week or 0.6 FTE.
4. Work in a rural or remote Victorian town located in a Modified Monash Model (MM) 2-7 location for at least 6 months of continuous employment during the financial year. The MM classification details can be obtained on the DoctorConnect website: [www.doctorconnect.gov.au](http://www.doctorconnect.gov.au)
5. Apply for the education grant within the same financial year the course was completed
6. Not be on an Australian Government funded or subsidised training program such as the Remote Vocational Training Scheme (RVTS) or Australian General Practice Training Program (AGPT) or be completing GP Fellowship through ACRRM

### **Education support for Doctors**

#### **1. GP Fellowship exam preparation**

Support is provided in the form of reimbursements for costs the GP has incurred whilst preparing for RACGP or ACRRM Fellowship exams. Accredited exam preparation workshops and educational resources such as books and DVD's can also be claimed. GPs are required to have an Individual Learning Plan developed with a RWAV appointed Medical Educator before any education grants can be accessed.

Please see examples of exam support activities:

- Individual Learning Plan
- Communication and Consultation Skills Workshop
- Formal tuition

- Educational resources
- Pre exam workshops
- Exam preparation course costs required for the Fellowship examination process
- Cost of travel and accommodation to attend workshops and exam preparation courses
- GP medical educator visits
- English language tutoring and support

The allocation of funding for each doctor will be determined based on doctors' level of support, training and assistance identified in their Individual Learning Plan and/or other determinant factors (e.g. their distance from regional training providers).

## **2. GP Upskilling**

Support is provided in the form of reimbursements for costs the GP has incurred for education and up-skilling. The grant is designed to subsidise the cost of attending training, including course and travel expenses. The upskilling grants can be used if the health professional is ineligible for other RWAV professional development grants.

The Education grant can be used to:

- attend an accredited course to upskill in order to service the needs of the community (ultrasound course, family planning)
- increase skill level of a rural general practitioner to adhere to evidence based practice

## **Education support for Nurses and Allied Health Professionals**

### **1. Nurse and Allied Health professionals Upskilling**

Support is provided in the form of reimbursements for costs the Allied Health Professional or Nurse has incurred for education and up-skilling. The grant is designed to subsidise the cost of attending training, including course and travel expenses. The upskilling grants can be used if the health professional is ineligible for other RWAV professional development grants or scholarships

The Education grant can be used to:

- attend an accredited course to upskill in order to service the needs of the community (wound management, RIPERN etc.)
- increase skill level of a rural Nurse or Allied Health professional to adhere to evidence based practice

## **Business Training and Education support**

Support for business training upskilling is provided to health professionals who work in rural primary health care practices and include:

- Practice Managers

- Practice Principals
- Practice Nurses or Administrative staff looking to progress to Practice Management roles

Further information on the support provided is available in the **BUSINESS TRAINING GRANTS FOR RURAL PRIMARY HEALTH CARE PRACTICES** guidelines

**Grant Distribution\***

Cost	Amount eligible to claim
Course fees	Up to 75% of the course cost  Reimbursement of courses are capped at \$3000 per financial year unless identified in Individual Learning Plan
Resources	Full cost of resources up to \$1000
Accommodation Expenses	Up to \$100.00 per night at a registered commercial premises irrespective of location (rural or metro)**
Car Travel Expenses	Mileage at 0.66 cents per kilometre on a return trip from the applicants usual place of residence via the most direct and practical route can be claimed if travel is more than 80 km from residence
Airfares	Up to 75% of the cost of the cheapest return economy airfare via the most direct route if training cannot be accessed in Victoria
Train	Full cost of train pass from the applicants residence (town) to the course return fare***

\* Grant amounts are indicative and other factors such as the GPs location as well as if the location is high priority as identified in RWAV’s Needs Assessment

\*\* Private accommodation or childcare will not be subsidised

\*\*\* Taxi fares or ride sharing services will not be subsidised

**Education grant claiming process**

- An Education Grant claim form must be completed for each claim. Health Professionals can claim multiple items on the same claim form.
- Claims must be itemised on the reimbursement form – the date it was incurred and the purpose of the expense.
- Clear copies of tax invoices must be supplied with the claim form. The tax invoice must include;
  - Health Professional’s name,

- The address and/or ABN
  - The date of the purchase
  - Details that clearly state what was purchased. This must be evident on the receipt
  - Proof of payment i.e. balance must display as NIL/0:00. If the amount on the tax invoice is not in Australian dollars a bank statement must also be supplied
- All documents must be clear and legible
  - Claims will only be processed once candidate has commenced in practice.
  - Claims can take up to 10 business days for processing and payment from the date of receipt of a complete application.

### Terms and Conditions

1. Health professionals must book and pay for their course registration. Reimbursement of costs will only be paid after successful completion of the nominated course.
2. To be eligible for *Fellowship exam assistance*, the General Practitioner must be enrolled on either the RLRP or the Five Year OTD Scheme.
3. RWAV has the right to cap funding amounts to individual GPs to ensure equal distribution.
4. Grant does not cover fellowship exam enrolment or General Practice College membership costs.
5. Grant approval and payment is dependent on funding availability.
6. Funding is not available to assist with formal tertiary or VET qualifications.
7. Grant funding is entirely separate from existing professional development arrangements available under enterprise agreements, or any other type of professional development support provided to a general practitioner by their employing health service under contractual terms.

Education grants **cannot** be used to:

- cover expenses that are paid by the employer;
- cover locum costs while the Health Professional is on CPD leave;
- cover expenses that have already been funded by other Commonwealth, State, Territory or Local Government grants;
- reimburse retrospective costs (costs incurred prior to working in an eligible location).