

Registrar financial support guidelines for incentivised placements

Overview

Financial incentives are available for registrars to encourage registrars to choose to undertake placements in an identified area of need and to alleviate the additional costs associated with a registrar having to relocate to reside in the practice location. The amount of financial support available is dependent on band allocated to the incentivised placement as per the Flexible Funds Policy.

Incentives are set for the semester irrespective of whether the registrar is training full or part time. The incentive is provided in good faith that the registrar will complete the full semester in the placement. Should a registrar need to leave the incentivised placement, they will only be able to claim costs incurred up to their departure date.

While the intention is for incentivised placements to remain unchanged a 12-month period, there may be situations where changes may be required to meet workforce distribution KPIs.

Eligibility

Financial support can be claimed by registrars who are:

- undertaking core general practice training terms (GPT1, GPT2, GPT3, extended skills), extension assessment and additional rural skills terms in community GP in an [incentivised placement](#).
- reside within the same GP catchment (or an adjoining GP catchment) as the incentivised placement, for a minimum of three nights in a calendar week, or within 80kms of the placement.

Notes:

- Registrars who commence a semester in an extension awaiting fellowship term will **NOT** be eligible for incentives.
- If a registrar commences the training term in GPT3 or extended skills and progresses to extension awaiting fellowship during the term they will be able to continue to claim expenditure until the date the censor approves their fellowship.
- If a registrar is moved to a remediation term at any time during the term, they can continue to claim the incentives for the placement.
- If a registrar commences in an eligible term and then progresses to a leave term, they can claim expenses incurred up to the date of leave.

Claim categories

Eligible registrars can submit reimbursement claims for the following categories of expenses:

- Relocation costs
- Housing rental assistance
- Increased childcare and education costs
- Additional training costs needed by training delivery site (e.g. X-ray courses)

A detailed guide to claimable items and required evidence is included in [Appendix 1](#).

Notes:

- Financial support is intended to offset the cost of relocating for the placement and is not intended to cover normal everyday living expenses. Furniture, general utilities and vehicle expenses are not eligible for reimbursement.
- Claims can relate to one or more of the six identified claim categories.
- When claiming accommodation related expenses, registrars must confirm that the accommodation has not been provided or subsidised by any other party at the time of claim.
- **The total amount that can be claimed across all categories is limited to the maximum level of the band identified for the incentivised placement.**

Claims process

Claims will be able to be submitted through the payment claims module in the TMS.

Note: *The payment claims module is currently under development and more detail will be provided once the module is live in the TMS. If deployment of the payment claims module is unduly delayed an alternative claims process will be put in place and the local training teams will liaise with eligible registrars regarding this process.*

Claim timeframes

Registrars can submit claims for expenses:

- once they have completed four weeks of the placement
- up to four weeks following the end of the semester
- claims for the previous semester will not be accepted after the Week 4 deadline.

APPENDIX 1: Claimable items by category

Relocation costs

What is covered	Required evidence
Relocation costs to take up the placement	Tax invoice/receipt
Relocation costs at the end of the placement	Tax invoice/receipt
Vehicle relocation	Tax invoice/receipt or km claim
What is not covered	
<ul style="list-style-type: none"> • Payments to non-professionals to assist in moving 	

Housing Rental Assistance

What is covered	Required evidence
Rental costs (including up to two weeks prior and/or one week post placement)	Lease arrangement: Rental agreement, receipts in registrar name Share house/room rental arrangement: Statutory declaration/roommate agreement, receipts or bank statement showing regular payment
Connection fees for utilities at new location	Tax invoice/receipt or bill/statement in registrar name
What is not covered	
<ul style="list-style-type: none"> • Rental costs relating to a period more than two weeks prior and/or one week post placement • Rental bond • Purchase of furniture or electrical goods for rental property • Costs of regular monthly/quarterly utility bills • Mortgage payments 	

Childcare/education costs

What is covered	Required evidence
Childcare facility fees (for days of work only)	Tax invoice/receipt
Before/after school care (for days of work only)	Tax invoice/receipt
School enrolment fees	Tax invoice/receipt
Babysitter/nanny (for days/times of work only)	Tax invoice/receipt Contract or statutory declaration
Boarding school fees – cost of boarding only (for children not relocating)	Tax invoice/receipt
Vacation care (for days of work only)	Tax invoice/receipt
What is not covered	

- Costs related to children attending additional after school activities
- General school fees (including educational component of boarding school fees)

Additional training required for the placement

What is covered	Required evidence
ALS/APLS/ROET/REST courses that have been: <ul style="list-style-type: none"> • identified as required by the training site • confirmed by the medical educator and pre-approved for claiming by the local team • completed up to four months prior to commencement of the placement 	Pre-approval; and Tax invoice/receipt; and Evidence of course completion
What is not covered	
<ul style="list-style-type: none"> • Courses not required by the training site • Courses completed more than four months prior to commencement of the placement 	

Travel for personal health care/wellbeing/respice

What is covered	Required evidence
Travel to regional town/home/city for purposes of receiving medical care	Plane/train tickets and/or km claim Tax invoice/receipt for accommodation
Travel home to visit family/friends/support network; or Travel of family/friends to visit registrar (up to one visit per month)	Plane/train tickets and/or km claim Tax invoice/receipt for accommodation
Weekend away with family (up to three times per semester)	Plane/train tickets and/or km claim Tax invoice/receipt for accommodation
What is not covered	
<ul style="list-style-type: none"> • Travel overseas for respice (Note: grant funding does not allow for overseas travel) • Cost of activities/attendance at events during respice 	

Hardware for Internet Connectivity

What is covered	Required evidence
Mesh system for home internet (with pre-approval)	Pre-approval Tax invoice/receipt
Starlink (with pre-approval)	Pre-approval Tax invoice/receipt
Wifi extender/booster (with pre-approval)	Pre-approval Tax invoice/receipt
Modem/router	Tax invoice/receipt
Monthly internet cost (in placement location)	Tax invoice/receipt
What is not covered	

- Camera/webcam
- Laptop
- Printer
- Mobile phone
- iPad/tablet