

Flexible Funds Policy V4 (no longer in effect)

1. Purpose

The Australian Government has provided an additional pool of flexible funding to the RACGP to support supervisors to develop and maintain the skills needed in their supervision of registrars in training; and to enhance, expand and build high quality supported training opportunities for registrars in areas of workforce need.

This policy defines the principles, requirements and application of the RACGP's use of flexible funds across Australia that is consistent with the business rules set out in the [National Consistent Payments \(NCP\) Framework](#).

2. Scope

2.1 This policy applies to:

- i. Registrars in the RACGP Australian General Practice Training (AGPT) program who are engaged in a Core Community General Practice Term, an Extension Term for Assessment Purposes, or an Additional Rural Skills Training (ARST) term,
- ii. RACGP-accredited Supervisors who are engaged in the supervision of an AGPT Registrar in community general practice,
- iii. RACGP-accredited Supervisors and Registrars who are engaged in an RACGP-approved AGPT Remote Supervision placement,
- iv. RACGP-accredited community general practice Training Sites, and
- v. RACGP staff.

2.2 This policy applies to the following payment types:

- i. Supervisor professional development payments (refer to [Schedule 1](#)).
- ii. Remote Supervision payments (refer to [Schedule 2](#)).
- iii. Registrar financial support for Incentivised Placements (refer to [Schedule 3](#)).
- iv. Registrar financial support for Additional Rural Skills Training (refer to [Schedule 4](#)).

3. General principles

- 3.1 This policy is subject to the RACGP receiving flexible funding from the Australian Government for the AGPT program.
- 3.2 The payments will be made to the claimant's nominated bank account. It is the responsibility of the claimant to ensure their account details are up to date in the Training Management System (TMS).
- 3.3 The RACGP is not liable for the recovery of payments made to incorrect accounts.
- 3.4 It is the responsibility of claimants to ensure that any claims submitted are correctly completed, signed and supported by the required evidence.

3.5 Accessible Flexible Funds payments does not exclude access to existing National Consistent Payment entitlements and other RACGP claimable items.

3.6 All payments and claims will be paid:

- i. by semester and are linked to placements.
- ii. from the start of the relevant training semester in the state or territory.
- iii. for activities that relate to the current training semester.
- iv. in accordance with the relevant schedule.

3.7 Payments and claims will not be paid:

- i. where a claim for the same activity has already been paid by an alternative entity.
- ii. for retrospective semesters.

4. Supervisor professional development payments

Details of the Supervisor professional development payments are outlined in [Schedule 1](#).

4.1 New Supervisor professional development payments are payable directly to new Supervisors who:

- i. have applied to become accredited as per the [Accreditation Policy](#),
- ii. have completed modules 1-7 of the Foundations of a GP training program, and
- iii. are in an Accredited Training Site.

4.2 Accredited training practices supervising at least one Eligible Registrar will receive a Supervisor professional development stipend each semester.

- i. The total number of Supervisor professional development hours completed by Supervisors in the training site must exceed the minimum requirement.
- ii. Training sites determine who will attend the Supervisor professional development and how the stipend is distributed among the Supervisors.

4.3 Supervisors located in MM3-7, per the Modified Monash Model, can claim for the travel costs associated with attending face-to-face supervisor professional development.

5. Remote Supervision Payments

Details of the Remote Supervision payments are outlined in [Schedule 2](#).

5.1 Remote supervision payments are payable to the Supervisor, as per the Remote Supervision Guidelines, who is providing remote (offsite) supervision to Registrars in GPT2, GPT3, or extended skills training terms undertaking an approved Remote Supervision placement.

6. Registrar financial support for incentivised Placements

Details of the Registrar financial support for Incentivised Placements are outlined in [Schedule 3](#).

6.1 Financial support for Incentivised Placements can be claimed by Registrars who:

- i. are undertaking a Core General Practice Training Term, an Extension Term for Assessment Purposes, or an ARST placement in a GP catchment or accredited training site that has been identified as an Incentivised Placement, and
- ii. reside within the same GP Catchment (or an adjoining GP Catchment), for a minimum of 3 nights in a calendar week, or within 80kms of the placement.

6.2 Reimbursement claims for expenditure incurred can be submitted for the following:

- i. relocation costs,
- ii. housing rental assistance,
- iii. increased childcare and education costs,
- iv. additional training costs needed by training delivery site (e.g. Xray courses),
- v. travel for personal health care or wellbeing (respite), and
- vi. hardware for internet connectivity.

7. Registrar financial support for Additional Rural Skills Training

Details of the additional Rural Skills Training Payments are outlined in [Schedule 4](#).

7.1 Financial support for Registrars can be claimed by Registrars who are:

- i. enrolled in Rural Generalist training,
- ii. undertaking Additional Rural Skills Training, and
- iii. have not claimed an Additional Rural Skills Training financial support payment during training in any location.

8. Amendment of this policy

The Chief General Practice Training Officer (CGPTO) may, without the consent of the RACGP Board, make Minor, Moderate and Consequential Amendments to this policy at any time.

If the CGPTO makes amendments, they must advise the RACGP Board of those amendments as soon as practicable.

The CEO may make amendments to this policy at any time.

All amendments must be communicated to the Department of Health and Aged Care as soon as practicable.

9. Responsibilities

9.1 Chief General Practice Training Officer	<ul style="list-style-type: none"> i. Approving Minor Amendments ii. Approving Moderate Amendments iii. Approving Consequential Amendments
9.2 National Planner, GP Training Workforce	<ul style="list-style-type: none"> i. Annually reviewing this policy and confirming the incentivised locations for registrar support payments

9.3 Program Support Officers and Training Coordinators	<ul style="list-style-type: none"> i. Liaising with Registrars and Supervisors affected by this policy ii. Supporting Stakeholders with access to paperwork and questions about policy requirements and scope iii. Providing advice of incomplete information iv. Accessing and recommending applications that meet all criteria for approval v. Providing advice to Supervisors and Registrars whose applications do not meet criteria
9.4 CEO	<ul style="list-style-type: none"> i. Approving Major Amendments
9.5 Registrar	<ul style="list-style-type: none"> i. Submitting applications for Registrar support payments for identified Incentivised Placements to the RACGP on the correct form, including all relevant supporting documentation ii. Ensuring the application form is completed in full and signed iii. Responding to requests for additional information from the RACGP
9.6 Regional Director of Training	<ul style="list-style-type: none"> i. Identification of mandatory educational release activity
9.7 Regional Operations Manager	<ul style="list-style-type: none"> ii. Approving or declining applications for payments
9.8 Training Site	<ul style="list-style-type: none"> i. Ensuring the bank details provided in the TMS are correct ii. Ensuring supervisor professional development stipend payments are distributed to supervisors proportional to their participation in supervisor professional development activities iii. Responding to requests for additional information from the RACGP

10. Glossary

10.1 Accredited Training Site	A health service accredited by the RACGP where the Registrar may undertake their general practice training. For AGPT Registrars, this excludes the mandatory hospital training time.
10.2 Additional Rural Skills Training (ARST)	52 calendar weeks (FTE) in an accredited training post that provides the appropriate depth and breadth of experience necessary to meet the requirements of the particular ARST curriculum.
10.3 Core General Practice Training Term (GPT)	GPT 1, GPT 2, GPT 3 and extended skills in community general practice.
10.4 Consequential Amendment	An amendment that requires urgent implementation as a necessary result of an amendment to another policy or process.
10.5 Eligible Registrar	All registrars, excluding those in an Extension Awaiting Fellowship term.
10.6 Extension Term for Assessment Purposes	Defined as per clause 5.2.i.b of the Extension of Program Time Policy

10.7 Incentivised Placement	Placements identified by the RACGP at the GP catchment level as areas with significant workforce need. Refer to the Health Workforce Locator for further information.
10.8 Major Amendment	An amendment that materially changes the operation of the policy but is not otherwise a Minor or Moderate Amendment (i.e. a change to one major clause or policy review).
10.9 Minor Amendment	An amendment to style, to correct grammatical mistakes, change overall formatting, make updates that do not materially change meaning, or any other amendment, which in the opinion of the Chief General Practice Training Officer, does not materially alter the operation of the policy.
10.10 Moderate Amendment	An amendment that materially changes the operation of a policy by a limited amount (i.e. a change to one minor clause, or changes that have a limited impact on the outcome of the policy).
10.11 Modified Monash Model	<p>The Modified Monash Model (2019) (MMM) is a classification system that categorises metropolitan, regional, rural and remote areas according to both geographical remoteness and town size.</p> <p>The MMM classification for any given area can be found by using the locator tool on the DoctorConnect website.</p>
10.12 New Supervisor	A supervisor who is in the process of undertaking accreditation by the RACGP and has yet to complete their first year as a provisional RACGP supervisor. Upon completion of the 8th training module, they progress to an accredited supervisor.
10.13 Registrar	A medical practitioner enrolled in the Australian General Practice Training (AGPT) program.
10.14 Remote Supervision	Provision of supervision and teaching by a supervisor who is primarily offsite, using a model of supervision that provides comprehensive and robust support and training. The supervisor is 'remote' from the registrar.
10.15 Remote Supervisor	An RACGP-accredited Supervisor who has been matched to an approved remote supervision model and registrar. In this context, a Remote Supervisor is predominantly offsite and supervision with the AGPT Registrar is performed via electronic means in a variety of formats.
10.16 Supervisor	An accredited general practitioner who is both a clinician and role model who takes responsibility for the education and training needs of the Registrar while in the practice.

11. Related documents, legislation and policies

- [Accreditation policy](#)
- [AGPT registrar training handbook](#)
- AGPT staff training manual
- [Flexible Funds placement incentives](#)
- [National Consistent Payments Framework](#)
- New Supervisor professional development claim form
- [Registrar financial support for incentivised placement guidelines](#)
- Registrar incentivised placement claim form
- [Remote Supervision Guidelines](#)
- Remote Supervision Agreement Forms
- Rural Generalist Fellowship Flexible Funds Pre-Approval Form
- [Supervisor Professional Development Requirements and Payments](#)
- Supervisor professional development travel expenses claim form
- [Supervisor resources](#)

12. Policy review and currency

This policy will be reviewed every three calendar years from the last approval date, or when there is a significant change in the intent of the policy. This policy remains valid and applicable notwithstanding if it is overdue for review.

Version history

Version	Date of effect	Amended by
4	02/04/2024	Education and Policy Guidance Lead
Amendment details	<ul style="list-style-type: none"> • Clause 2.1.i and 6.1.i updated to include registrars on Extension Term for Assessment Purposes to scope. • Schedules 1 to 4 removed from policy. Now hosted on a separate webpage. 	
3	21/03/2024	Education and Policy Guidance Lead
Amendment details	<ul style="list-style-type: none"> • Clause 4.3 updated to reflect new location eligibility requirements. • Schedule 1 updated 	

2	15/01/2024	Workforce Planning Manager WA
Amendment details	<ul style="list-style-type: none">• Updates to eligibility and requirements for accessing Flexible Funds• Removal of process-related information• Restructure of policy to align with RACGP policies	
Policy owner:	RACGP Board	
Approved by:	Chief General Practice Training Officer	Approved on: 05/01/2023
Next review due:	01/2027	

Schedule 1 – Supervisor professional development payments

Supervisor professional development requirements and payment rates

Supervisor classification	Professional development	Payment
New Supervisor (first year)	<ul style="list-style-type: none"> RACGP will fund up to 12 hours of supervisor professional development for new supervisors for completion of the RACGP Foundations of GP Supervision Program. The program consists of 8 modules, seven of which must be completed prior to being accredited. The eighth module is completed during the first year of supervisor accreditation. 	<ul style="list-style-type: none"> \$150/hr (+GST) up to the 12 hour maximum
Supervisor	<ul style="list-style-type: none"> All community general practice training sites with an Eligible Registrar must undertake supervisor professional development. The total number of supervisor professional development hours required to be completed by the general practice training site is 3 hrs per registrar per semester capped at 4 registrars. How each of the individual accredited supervisors within the training site contribute to the total number of hours is at the discretion of the practice but should reflect the learning needs of the supervisors. Supervisors in an Incentivised Location that do not have a registrar are eligible to receive a stipend payment. A minimum of 3 hours of supervisor professional development per semester will be required. Supervisors located in an MM3-7 location and working in a training site with an Eligible Registrar, or working in an Incentivised Location without an Eligible 	<ul style="list-style-type: none"> A stipend will be paid to the training site based on the number of Eligible Registrars training at that site. RACGP will fund \$500 for each Eligible Registrar per semester (capped at 4 registrars) A stipend will be paid to the training site, up to a maximum of \$500 per semester per training site (the equivalent to having one registrar). In addition to the stipend, an allowance of up to \$2,000 per Supervisor per annum may be claimed for travel expenses.

Registrar, will be able to apply for reimbursement of reasonable travel costs (flights, mileage or car rentals and accommodation to attend supervisor professional development events).

NOT IN EFFECT

Schedule 2 – Remote supervision payments

Remote supervisor activities and payments

Activity per general practice term	2nd term payment	3rd term payment	4th term payment
Remote supervision Orientation (once per placement/site)	\$150/hr (+GST) up to 76 hours (2 weeks) for onsite orientation		
Remote supervision All teaching, support, ad hoc communications, assessment and regular quarantined time with the registrar	\$150/hr (+GST) Up to 2.5 hours per week in addition to NCP payment for teaching time	\$150/hr (+GST) Up to 2.5 hours per week in addition to NCP payment for teaching time	\$150/hr (+GST) Up to 3 hours per week
Additional onsite visits Supervisor travel, accommodation and hours worked	\$150/hr (+GST) Up to 2 visits per term	\$150/hr (+GST) Up to 2 visits per term	\$150/hr (+GST) 1 visit per term

Please note remote supervision payments outlined in Schedule 2 are pro rata and must be in an approved remote supervision placement.

Schedule 3 – Registrar financial support for Incentivised Placements

Registrar financial support for Incentivised Placements payment rates

Band	Eligibility	Financial support per semester
Band 1	Must be undertaking Core General Practice Training Term, or Additional Rural Skills Training in community general practice in an Incentivised Placement	Up to \$5,000
Band 2		Up to \$15,000
Band 3		Up to \$25,000
Band 4		Up to \$45,000

Schedule 4- Registrar financial support for Additional Rural Skills Training

Registrar financial support for Additional Rural Skills Training requirements and payment rates

Type of support	Requirements	Payment
Additional Rural Skills Training	<ul style="list-style-type: none">Registrars must be on a rural generalist pathway and undertaking an accredited and approved Additional Rural Skills Training.Note: total funding will be with reference to the type of Additional Rural Skills Training, and the applicable mandatory education and training costs.	<ul style="list-style-type: none">Up to \$6,000 per registrar.