

# Incentivised placement guidelines

Version 3.0



## **Incentivised placement guidelines**

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# Registrar financial support for training in incentivised placements

## Key information for registrars and training locations

### What are incentivised placements?

To complement the AGPT grant that funds GP training, the Department of Health and Aged Care (DoHAC) provides funding for the RACGP to provide continuing professional development for supervisors and address specific needs to build capacity and support training in areas of workforce need.

Financial incentives are intended to encourage registrars to undertake placements in an area of identified workforce need, and to alleviate the additional cost of relocation. The amount of financial support available is dependent on the band allocated to the incentivised placement as per the [flexible funds policy](#). This funding is offered in addition to the [Nationally Consistent Payments \(NCP\)](#).

Incentives are paid in full regardless of whether the registrar is training full-time or part-time. If a registrar needs to leave the incentivised placement early, they can only claim costs incurred up to their departure date.

### How does the RACGP determine the incentivised placement locations?

Areas experiencing GP workforce shortages or where the population's need for healthcare is not being met are known as 'areas of workforce need'.

The RACGP reviews Australia's GP catchments to identify priority areas of workforce need where training is not currently occurring. This is informed by MMM data, DoHAC data (HeadsUp), and the Workforce Planning and Priority Organisation (WPPO) reports.

RACGP workforce planning is done at the level of GP catchments.

We consider factors such as:

- registrar placement data for the entire GP catchment, not just individual training sites.
- evidence that the GP catchment will not attract registrars without funding incentives.
- availability of accredited training sites and supervisors to allow training to take place.
- existing barriers to attracting a registrar (rental costs, availability of childcare, safety and wellbeing).
- other relevant data, including WPPO ranking, population of GP catchment, and MMM (remoteness).

### Why should a registrar consider a placement in a prioritised area?

- To benefit from the breadth and depth of clinical experience available in regional, rural and remote settings.
- To experience diverse primary health contexts across Australia.
- To contribute to the health and wellbeing of communities that need more primary health care services.
- To demonstrate flexibility, curiosity and a sense of adventure to prospective future employers.

## Which locations in my state have been incentivised?

A summary of all incentivised locations around Australia is available on the [placement incentives page](#).

The incentivised locations are set for 12 months. A review is undertaken each semester and additional locations may be added but locations are not removed unless there is a change to the training sites within them.

## How will identified placement locations be incentivised?

| Flexible Fund Support |                              | Activity  |
|-----------------------|------------------------------|---|
| \$                    | <b>Band 1</b><br>Up to \$5k  | 1. Relocation costs<br>2. Housing Rental Assistance<br>3. Increased childcare/education costs                                 |
| \$\$                  | <b>Band 2</b><br>Up to \$15k | 4. Additional training costs needed by training delivery site<br>5. Travel for personal health care or wellbeing (respite)    |
| \$\$\$                | <b>Band 3</b><br>Up to \$25k | 6. Hardware for Internet Connectivity – so registrars and their family can connect with work, education, and wellbeing online |
| \$\$\$\$              | <b>Band 4</b><br>Up to \$45k |   |

Financial subsidies will be provided to registrars on top of existing NCP payments in the areas identified on the [placement incentives page](#).

Placements are incentivised according to the four bands outlined in the above table.

Registrars who elect to train in accredited GP training sites that have been incentivised will be able to claim up to the maximum amount within the allocated band.

A list of approved activities is provided below.

Funds will be paid in arrears and can be claimed using the [registrar claim form](#) on the Training Management System (TMS). Your training coordinators will be able to assist with any questions you may have.

### 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 general practice in an [incentivised placement](#)
- residing within the same GP catchment as the incentivised placement, for a minimum of three nights in a calendar week, or if there is no available accommodation within the GP catchment, 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 can continue to claim expenses 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.
- 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 utility bills 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.
- A detailed guide to claimable items and required evidence is included in [appendix 1](#).

**Claims process:**

Claims can be submitted through the payment claims module in the TMS.

**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.

Further queries about incentivised placements can be directed to your training coordinator.

# APPENDIX 1: Claimable items by category

## Relocation costs

| Who 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 |
| Storage costs   | Tax invoice/receipt             |
| What is not covered   |                                 |
| <ul style="list-style-type: none"> <li>• Payments to non-professionals to assist in moving</li> </ul> |                                 |

## Housing rental assistance

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

## 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<br>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  |  |
| <ul style="list-style-type: none"> <li>• Costs related to children attending after-school activities</li> <li>• General school fees (including educational component of boarding school fees)</li> </ul> |  |

## 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"> <li>• identified as required by the training site</li> <li>• confirmed by the medical educator and pre-approved for claiming by the local team</li> <li>• completed up to four months prior to commencement of the placement</li> </ul> | Pre-approval; and<br>Tax invoice/receipt; and evidence of course completion |
| What is not covered   |   |
| <ul style="list-style-type: none"> <li>• Courses not required by the training site</li> <li>• Courses completed more than four months prior to commencement of the placement</li> </ul>   |   |

## Travel for personal health care/wellbeing/respite to sit exams

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

## Hardware for internet connectivity

| What is covered   | Required evidence                   |
|---|-------------------------------------|
| Mesh system for home internet (with pre-approval)   | Pre-approval<br>Tax invoice/receipt |
| Starlink (with pre-approval)  | Pre-approval<br>Tax invoice/receipt |
| Wifi extender/booster (with pre-approval)   | Pre-approval<br>Tax invoice/receipt |
| Modem/router  | Tax invoice/receipt                 |
| Monthly internet cost (in placement location)   | Tax invoice/receipt                 |
| What is not covered   |                                     |
| <ul style="list-style-type: none"> <li>• Camera/webcam</li> <li>• Laptop</li> <li>• Printer</li> <li>• Mobile phone</li> <li>• iPad/tablet</li> </ul> |                                     |



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