

## LOCUM SUBSIDY POLICY

### Introduction

It is a mandatory requirement that all RVTS registrars attend a total of six workshops provided by the program. Five day face-to-face workshops are held twice yearly. To assist registrars working in private practice or an Aboriginal Medical Service (AMS), RVTS will subsidise the cost of a locum. The intent of this policy is to facilitate registrar attendance at workshops, not to subsidise practices/AMS for lost income.

### Purpose

The purpose of this policy is to provide clear parameters for the payment of locum subsidies.

### Policy

RVTS will subsidise the cost of locum services used to allow a registrar to attend workshops provided by the RVTS program. This subsidy is made available to registrars working in private practice/AMS. Up to \$8,000 (plus GST) is available per registrar per calendar year.

### Process

It is the registrar's responsibility to arrange a locum. This could be through the rural workforce agency, Primary Health Network or via locum agencies.

The locum invoices the registrar or the registrar's practice/AMS.

- The registrar or their practice/AMS pays the locum or locum agency; then
- The registrar fills out a 'Claim for Expense Reimbursement' form, and forwards this along with the supporting tax invoice to the RVTS office for payment.
- The locum subsidy is not available where a registrar's absence is covered by a doctor from the same or another practice or AMS that has a commercial or management connection with the registrar's permanent practice.

### Responsibilities

Policy: CEO discretion

Operational: Operations Manager

### Related documents

- Compulsory Components of RVTS Program
- Claim for Expense Reimbursement Form
- RVTS Website

### Document control

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