

# EDUCATIONAL WORKSHOP ATTENDANCE GRANT POLICY

## Introduction

It is a mandatory requirement that all RVTS registrars attend a total of six training workshops provided by the program. The five-day face-to-face workshops are held twice yearly. To assist registrars working in private practice or an Aboriginal Medical Service (AMS), RVTS may in certain circumstances subsidise the cost of a locum.

The intent of the Educational Workshop Attendance Grant is to assist registrars otherwise unable to attend the compulsory workshop without locum relief. It is also intended that this grant only be used for registrar attendance at workshops, not to subsidise practices for lost income.

Considering both the intent of the grant and the need to keep within the limitation of the RVTS budget, all approvals for the grant are at the discretion of RVTS.

## Purpose

The purpose of this policy is to provide clear parameters for the payment of the educational workshop attendance grant.

## Policy

RVTS may subsidise the cost of locum services to allow a registrar to attend RVTS workshops via the Educational Workshop Attendance Grant. The grant is made available to registrars working in a small<sup>1</sup> practice. Up to \$8,000 (plus GST) is available per registrar, per face-to-face (or virtual) workshop, subject to availability of funds.

The grant is not available where a registrar's absence is covered by a doctor from the same or another practice that has a commercial or management connection with the registrar's permanent practice i.e. a doctor that is or has been employed by the same corporate entity.

## Process

Pre-approval for the grant is to be sought by the registrar prior to attendance at workshops.

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

The locum provides a tax invoice to the registrar or the registrar's practice:

- The registrar or their practice 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.

## Responsibilities

Policy: CEO discretion

Operational: Operations Manager

## Related documents

- Compulsory Components of RVTS Program
- Educational Workshop Attendance Grant Application Form
- Claim for Expense Reimbursement Form

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<sup>1</sup> 3 FTE doctors or less

- RVTS Website

### **Document control**

**Warning – Uncontrolled when printed! The current version of this document is kept on the RVTS Intranet.**

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