

EMERGENCY MEDICINE COURSE REIMBURSEMENT POLICY

Purpose

The purpose of this policy is to provide guidance on the reimbursement of eligible emergency medicine courses attended by registrars.

Successful completion of two approved emergency medicine skills courses such as EMST, APLS, ALS is a compulsory component of the RVTS program. Fellowship of ACRRM and RACGP have specific course requirements. Registrars should refer to the relevant College websites for up to date details.

Policy

RVTS will reimburse registrars for the course registration fee of up to two recognised emergency medicine skills courses that have been successfully completed during their training with RVTS. The maximum reimbursement for any one course is \$3,500 exclusive of GST.

Process

The registrar pays the registration fee to attend a recognised emergency medicine skills course.

After successful completion of the course, the registrar completes a 'Claim for expense reimbursement' form and sends it to their Registrar Training Coordinator (RTC) along with a copy of the tax invoice and evidence of successful completion.

Arrangements outside of this process may be made with prior approval from the CEO.

Responsibilities for the Policy

CEO, Stream Managers and Registrar Training Coordinators.

Related documents

RVTS Handbook
RVTS Compulsory Components of RVTS Program Policy
RVTS Website
Claim for Expense Reimbursement form
ACRRM List of Approved Emergency Medicine Courses

Document control

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

Authorised by: CEO

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Maintained by: Quality Officer

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