



Rural Loading Guidelines & Claim Form

Introduction

In recognition of the additional costs associated with training regional, rural and remote locations, Rural Support Loading (RSL) funding is available for eligible STP and IRTP posts.

RSL is intended to incentivise trainees and health services to undertake training in Modified Monash Model (MM) 2-7 locations and aims to reduce some of the barriers for both the trainee and/or health setting hosting the trainee.

Check the Modified Monash Model classification of your setting here:

<https://www.health.gov.au/resources/apps-and-tools/health-workforce-locator>

How can rural loading be used?

RSL funds can be used for activities that help coordinate the educational development of registrars and/or assist with costs incurred by the registrar.

Eligible expenses include the following:

- Training room fitting, including purchase of specific medical training equipment and textbooks;
- Minor one-off, renovations of existing facilities to accommodate the registrar;
- Videoconferencing facilities
- Relocation costs for the registrar;
- Local accommodation and living costs for the registrar such as rental/bond expenses and utility bills;
- Professional Development allowance for the registrar;
- Costs associated with attendance at education and training activities outside of the practice (incl. registration fees, accommodation and travel for the registrar within Australia);
- Online courses and resources such as educational software and relevant online journal subscriptions;
- Office asset equipment that will be used by the registrar (e.g. computers, desks, IT equipment etc.);
- Expenditure for initial training post set-up to support registrars, including costs associated with recruitment and retention;
- Travel and accommodation expenses associated with outreach clinics as part of training;

If the registrar is spending the full training year in a rural location, RSL funding can also be used towards costs associated with undertaking mandatory training requirements that are only available in metropolitan locations.

Ineligible expenses include the following:

- General operational expenses such as administration, salaries, training courses or ongoing building maintenance;
- Direct costs associated with ACSEP Training Practice accreditation or AMC accreditation;
- Supervisor travel and accommodation, professional development and salary;



- Mortgage repayments for registrars;
- Locum costs;
- Storage fees for registrars who relocate;
- International travel;
- Annual College training fees;
- Office consumables and other recurrent costs (incl. stationary, printer cartridges, phone calls and line rental, uniforms, cleaning products etc.)
- Major capital works involving the construction of new facilities or the purchase of substantial medical equipment used for service delivery rather than specifically for training;
- Medical consumables used in the treatment of patients;
- Recreational equipment;
- Expenses also claimed under Private Infrastructure and Clinical Supervision (PICS) allowance.

How to claim rural loading

The clinic, in consultation with the registrar, can submit details of eligible expenses at the end of each calendar year using the attached claim form. Detailed expenditure receipts are not required unless specifically requested. However, the College recommends that supporting documentation for all expenses is kept by the practice as evidence in the event of an audit.

Payment of rural loading

Rural loading for eligible expenses is paid annually following receipt of the Rural Loading Claim Form.

Payment is made:

- on a pro rata basis for the proportion of training that takes place in an MM2-7 setting;
- on a pro rata basis per FTE; and
- to the training site which is responsible for the training post.

The rural loading provided to ACSEP Registrars is determined by their remoteness category. The maximum amounts available based on a 1.0FTE position are as follows:

- MM 1- Nil rural loading
- MM 2-3 - \$15,000 rural loading p/a (excl. GST)
- MM 4-5- \$22,500 rural loading p/a (excl. GST)
- MM 6-7- \$30,000 rural loading p/a (excl. GST)

Where eligible rural loading expenses are incurred by the registrar, the clinic should pay on their behalf or reimburse the registrar. ACSEP will reimburse the clinic for eligible expenses up to the above limits following receipt and approval of the Rural Loading Claim Form.



Rural Loading Claim Form			
Clinic:			
ASGS—RA Classification: http://www.doctorconnect.gov.au		MM 2-3 <input type="checkbox"/>	FTE:
		MM 4-5 <input type="checkbox"/>	FTE:
		MM 6-7 <input type="checkbox"/>	FTE:
Contact name:			
Contact email:			
Clinic Bank Account Name:			
Clinic BSB & Account Number			

[illegible]

I declare that:

- The information in this Rural Loading Claim Form is true and correct.
- The monies received have been expended according the guidelines set by ACSEP and the Department of Health.
- The monies received have assisted the registrar to meet the requirements of their ACSEP Fellowship Training Program and have contributed to the success of the Training Post.

Name: _____ Signature: _____ Date: _____

Please submit this form to Isabelle Schroeder via email i.schroeder@acsep.org.au by 7 February following the relevant training year to which the expenditure relates.