



Rural Loading Guidelines & Claim Form

Introduction

Specialist Training Program (STP) positions in regional, rural and remote Australia are eligible for additional funding from the Department of Health in the form of rural loading. This is determined by the Australian Statistical Geography Standard – Remoteness Areas (ASGS–RA). IRTP posts and STP posts with a training component in an RA2-5 setting are eligible to claim rural loading. Please visit the Department of Health’s DoctorConnect website to check the ASGS–RA classification of a post:

<http://www.doctorconnect.gov.au/internet/otd/publishing.nsf/Content/locator>

How can rural loading be used?

Rural loading is available to support the registrar by supplementing training related expenses incurred during their training in the STP/IRTP post.

Examples of registrar-incurred expenses which may be eligible include:

- Accommodation and relocation costs
- Travel
- Attendance at training courses, meetings and conferences within Australia
- Resources (i.e. books, computers etc.)
- IT and internet
- Videoconferencing facilities

Rural loading cannot be used to fund the following types of expenses:

- Registrar salaries
- Supervisors salaries or travel
- College fees

How to claim rural loading

The clinic, in consultation with the registrar, can submit details of training related 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 clinic 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 RA2-5 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:

- RA1- Nil rural loading
- RA2- \$15,000 rural loading p/a (excl. GST)
- RA3- \$22,500 rural loading p/a (excl. GST)
- RA4-5- \$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 limits set by the Department of Health following receipt of the Rural Loading Claim Form.

Reporting

All clinics that are eligible to receive rural loading should report on relevant expenditure in their 6-monthly Performance Reports.



Rural Loading Claim Form

Clinic:			
ASGS-RA Classification: http://www.doctorconnect.gov.au	RA2 <input type="checkbox"/>	FTE:	
	RA3 <input type="checkbox"/>	FTE:	
	RA4 <input type="checkbox"/>	FTE:	
	RA5 <input type="checkbox"/>	FTE:	
Contact name:			
Contact email:			
Clinic Bank Account Name:			
Clinic BSB & Account Number			

Rural Loading Expenditure				
Date	Item	Net	GST	Total
Total expenditure:				

I declare that:

- a) The information in this Rural Loading Claim Form is true and correct.
- b) The monies received have been expended according the guidelines set by ACSEP and the STP Operational Framework set by the Department of Health.
- c) 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 (Program Manager, Placement & Support) via email i.schroeder@acsep.org.au by 10 December of the relevant year.