



Specialist Training Program (STP) Rural Support Loading (RSL) Funding Guidelines 2022-2025

Introduction

The Specialist Training Program (STP) seeks to extend vocational training for specialist registrars into settings outside traditional metropolitan teaching hospitals, including regional, rural and remote and private facilities.

Rural Support Loading (RSL) is additional funding from the Department of Health for STP posts located in regional, rural and remote Australia. Eligibility for RSL is determined by the Monash Modified Model (MMM) 2019 classification system where training takes place. STP posts where a trainee spends time in a MM 2-7 setting are eligible for RSL. MM classifications can be checked by visiting the Department's [Health Workforce Locator](#) webpage.

RSL is calculated based on time spent by the trainee in regional, rural and remote Australia, considering that trainees in regional, rural and remote settings will face additional costs when accessing training resources.

How RSL can be used – eligible and ineligible activities

The purpose of RSL is to assist in meeting additional costs which the trainee may incur during their training in regional, rural and remote areas and/or for activities that help coordinate the educational development of trainees during their time at the setting.

Following are **costs may be eligible for RSL:**

- Trainee relocation and accommodation costs.
 - Domestic flights (economy class) including immediate family members relocating.
 - Moving and/or removalists costs including vehicle transfer.
 - Temporary accommodation costs.
 - Reimbursement of rental or sharing accommodation expenses of trainee during STP training period where the arrangement is short term or specially for the STP training period.
 - Reimbursement or subsidy for rental accommodation if the trainee relocated specifically to occupy the STP training post.

- Trainee education and training development activities.
 - Attendance at external courses/conferences and expenses associated with registration fee, travel and accommodation fees (within Australia only).
 - Textbooks, medical journal and other hard copy training resources.

- Online resources such as educational training software and journal subscriptions.
- Work travel and training related accommodation costs and expenses (within Australia only).
- Professional Development Allowance for the trainee.
- Expenses associated with Training Room setup, IT, Medical equipment and minor renovations to the training room.

- Medical training equipment – simulation and other equipment available to STP trainees. However, major equipment (e.g.: mannequins) are eligible for a claim once every three years. New equipment for each trainee rotating through the post is deemed excessive.
- Broadband access and IT upgrade including equipment, installation, software that is directly benefiting the STP trainee.
- Computer and technical resource purchases are limited to once every 3 years for a post.

College reserve the right to reject part or all of any claims submitted under RSL expenses if it deemed ineligible or excessive under STP Operational Framework. If a Training Setting is unclear of certain expenses meeting RSL eligibility, they should contact the College prior to spending RSL funding.

Activities and costs that are ineligible for RSL:

- Trainee costs
 - CICM or any other specialist medical college fees including registration, training accreditation, examination etc.
 - Trainee salary.
 - Costs associated with storage of good, vehicles etc.
 - Costs associated with attending overseas education and training development activities.
 - Mortgage, rental costs and utility bills, if its trainees usual address.

- Administration costs
 - Operational expenses and/or administration expenses, salaries and staff costs, training courses and/or ongoing building maintenance costs.
 - Costs associated with CICM accreditation process.
 - Cost associated with ongoing audits and data management expenses (including hiring staff for data collection, cleaning, collation and submission) carried out by the ICU for quality assurance and accreditation purposes.
 - Office consumables such as stationery items and/or utility bills including printer cartridges.
 - Cost associated with uniforms and cleaning products.
 - Recreational equipment.
 - Cost associated with STP reporting to the college and/or admin costs involved in STP EOI process.

- Hospital costs, including equipment and consumables
 - Hospital consumables used in the treatment of patients.
 - Major capital works projects involving the construction of new facilities and/or contribution towards such projects and/or contribution towards the purchase of substantial medical equipment.
 - Catering costs associated with educational and training sessions organised by the hospital.
 - Cost of room hiring charges and any other operating costs.

- Clinical Supervision costs
 - Supervisors' salary and/or payments associated with additional time spent in training.

- Supervisor Professional Development costs – clinical, training, up-skilling and management skilled development expenses.
- Travel expenses.

The decision to accept or reject a claim is at the absolute discretion of the CICM. Previous acceptance of a similar expenses does not guarantee that it will be allowed. If in doubt, please contact CICM.

RSL reporting requirements and how RSL is paid

The College requires that sites provide documentary evidence to support the amounts in their RSL reports for each semester in a college provide reporting template. All eligible expenses are required to be reported as GST exclusive and GST will be added onto the payment once claims has been reviewed and approved.

All RSL claims must be supported with documentary evidence. This may include tax invoices, receipts, lease agreements, travel bookings/itinerary under trainee’s name, course registration fee receipts and course attendance certificates, and/or trainee expenses claims. Spreadsheets are acceptable as supporting documents; however such reports should be an extract from payroll system and/or organisations finance or human resources system, and amounts paid to the STP trainee must be clearly specified. The bases of any estimates of amounts yet to be paid should be clearly set out.

Various good and services may be purchased with RSL funds for both STP trainee/s and other trainees. In these occasions, the Training Facility should allocate the expense between STP trainee/s and other trainees on a ratio basis or another methodology. The methodology used must be outlined if requested by the college.

Additional information and clarification may be requested. Ineligible expenses, or those which cannot be substantiated, may be identified and rejected at this point.

Please note: RSL funding is linked to the trainee and funded training post and will not be paid where the post is vacant, even if the training site has incurred expenditure.

RSL Payment is made:

- On a pro-rata basis for the proportion of training that takes place in an MM 2-7 setting;
- To the training site which is responsible for the training post (the entity incorporating the post that holds a Funding and Administration Agreement with the College).

In addition to semester reporting, the college will require Training Settings to report any unspent RSL funds by submitting an Acquittal Report in a college provided reporting template. Any unspent funds must be returned to the college at this point.

The college may also conduct an audit time to time and Training Setting must provide all relevant documentation to the college within the timeframe specified.

The college recommends that training facilities maintain specific revenue (income) and expenditure cost centres for CICM STP funds, for transparency.

For more information

For enquiries regarding RSL funding, please contact the Sumithra Abeygunasekera, STP Co-ordinator at the College office on sumithra@cicm.org.au / 03 9514 2826.