



## Specialist Training Program (STP) Private Infrastructure Clinical Supervision (PICS) 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 private facilities.

The Private Infrastructure Clinical Supervision (PICS) allowance supports the delivery of STP in <sup>1</sup>private healthcare settings. It recognises the cost involved in delivering training in private healthcare settings. It is also a contribution to STP private training settings to meet these costs for the provision of a high-quality training environment for both trainees and supervisors.

It is expected that PICS allowance will assist private healthcare settings achieve the following outcomes:

- Increase capacity in the private sector to participate in the Commonwealth Department of Health's STP program.
- Increase clinical supervision support for trainees and improve infrastructure for training in STP private healthcare settings.
- Contribute to support future workforce by advancing specialist supervision in STP Private healthcare settings with access to education and training that matches the nature of demand and reflects the way health services are delivered.

### How PICS can be used – eligible and ineligible activities

College accredited Private Healthcare Settings approved for STP funding are eligible for PICS allowance. The PICS allowance is attached to the funded STP training position and PICS funding can be used for:

- Purchases related to infrastructure (infrastructure must remain the property of the training site)
- Clinical supervision to support the delivery of education and training linked to the STP funded training position

NB:

- PICS funding is attached to the training position, and it does not represent a direct financial benefit to the private healthcare setting.

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<sup>1</sup> The definition of "Private" relates to the facility and its ownership. A private setting is not a publicly (Commonwealth, State or Territory) owned facility treating private patients, nor a public-private partnership providing public health services such as a private health organization managing a public hospital or health service, funded by government. This does not include where a service is delivered by a private provider in a public health service on a fee-for-service basis, such as the outsourcing of services by a public health service to a private provider either co-located or off-site.

- The PICS funding allocation must be fairly spent between two main categories mentioned above, and if the setting considers allocating a considerable or the full amount towards a major activity, the Training Setting must contact the College for approval prior to work or purchase being finalised. Please refer reporting guidelines.

The following **costs may be eligible for PICS:**

*Infrastructure – Costs associated with provision of resources and/or improvements to the STP training position.*

- 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 etc) 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 upgrades including equipment, installation, and software that is directly benefiting the STP trainee.
  - Video conferencing facilities, computer, and technical resources (please note purchases are limited to once every 3 years for a post).
  - Minor renovations to the existing services to accommodate quality training experience for trainees.

*Clinical Supervision*

- Salary or payments to the supervisor and costs associated with Supervisors' Professional Development.
- Trainee education and training development activities (in person or online).
  - Attendance at external courses/conferences and expenses associated with registration, travel and accommodation fees (within Australia only).
  - Textbooks, medical journal and other hard copy training resources.
- Professional Development Allowance paid to the trainee.
- Online resources such as educational training software and journal subscriptions.
- Work travel and training related accommodation costs and expenses (within Australia only).
- Administration expenses (activities may be undertaken by a number of different staff) and will be limited to \$5,000 per annum.
  - Administration support to clinical supervisor to conduct various training and education activities such as training events, tutorials, clinics, journal clubs, practice case assessments.
  - Administration services associated with preparation of employment contracts, rosters, leave management, IT access and other services that ensure STP trainee entitlements are arranged and managed accurately.
  - Services associated with development of governance structures and policies to ensure good work standards.

NB:

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

- 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.

Activities and costs that are **ineligible for PICS**:

### *Infrastructure*

- Hospital operational expenses including consumables used in the treatment of patients and medical equipment used in service delivery of the unit.
- Expenses associated with building maintenance.
- Major capital work projects involving the construction of new facilities and/or contribution towards such projects and/or contribution towards the purchase of substantial medical equipment.
- Recreational equipment.

### *Clinical Supervision*

- Cost associated with facilities' operational expenses (except Supervisor salary).
- Costs associated with CICM accreditation process.
- Costs associated with recruitment and relocating expenses of supervisors.
- Costs associated with attending overseas education and training development activities (applies to trainee and Supervisor).
- The purchases of office consumables and other recurrent items such as stationery and printer cartridges, telephone line rentals, phone bills and cleaning products.
- Costs associated with uniforms and specific clothing required by trainees and dry cleaning.
- Dictaphone purchases and the cost of preparing transcripts.
- Cost associated with ongoing audits and data management expenses (including hiring staff for data collection, cleaning, collation and submission) carried out by the Department for quality assurance and accreditation purposes.
- Cost associated with training or events organised by the Facility/Department (trainee orientation programs, in-house training activities, room hire and catering expenses).
- Cost associated with specialist medical college fees including registration, training accreditation, examination fees.
- Hospital equipment and consumables (items used in treating patients) and medical equipment (personal and /or facility).
- Trainee salary.
- Operational expenses and/or administration expenses, salaries and staff costs, training courses and/or ongoing building maintenance costs.
- Cost associated with STP reporting to the college and/or admin costs involved in STP EOI process.

## Reporting requirements

### *Timelines and Payments*

All private training setting eligible for STP PICS allowance must submit the proposed PICS expenditure statement for the relevant year within the first three month of the new clinical year. This gives time to plan how the facility wish to utilise PICS funding allocation for the year.

The college will release 50% of PICS funds to the training facility at the end of the first semester based on the eligibility of proposed PICS activities each year. The balance 50% funds will be released at the end of the second semester provided that training facility submit PICS reporting and supporting documents to the college in line with CICM PICS guidelines. Facilities must notify the college if any proposed activities were changed during the year either first or second semester reporting periods. It is advisable that training facilities commence allocating PICS funding to proposed activities once college has approved proposed activities for the year.

All reports to the college must be submitted in the college provided reporting templates and the final report must be submitted with documentary evidence supporting PICS activities undertaken for the year. 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.

### *Supporting Documentation*

All PICS claims must be supported with documentary evidence. This may include tax invoices, receipts, travel bookings/itinerary under trainee or supervisor'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 the payroll system and/or the 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 PICS 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: PCS allowance is linked to the funded training post and will not be paid where the post is vacant, even if the training site has incurred expenditure.

Payment is made on:

- On a pro-rata basis for the proportion of training provided;
- 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 PICS funds by submitting an Acquittal Report in a college provided reporting template, and any unspent funds must be returned to the college at this point.

The college may also conduct an audit time to time and the 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 PICS funding, please contact the Sumithra Abeygunasekera, STP Co-ordinator at the College office on [sumithra@cicm.org.au](mailto:sumithra@cicm.org.au) / 03 9514 2826.