

RURAL PRACTICE TRAINING GRANT

Guidelines 2020 - 2021

For:

PRIVATE HEALTH

MMM 3 - 7 LOCATIONS

PRACTICE MANAGERS

PRACTICE STAFF

PRACTICE TRAINING

Background

Rural Workforce Agency Victoria (RWAV) is a non-profit government funded organisation improving health care for rural, regional and Aboriginal and Torres Strait Islander communities in Victoria.

The RWAV Rural Practice Training Grant for rural primary health care practices is funded by RWAV as part of the Australian Government Department of Health Rural Health Workforce Support program.

The grant is aimed at improving the viability of rural health practices by supporting an increase in business management skills. The grant enables eligible practice managers and staff working in primary health care practices to access business training opportunities to improve the management of their practice.

RWAV Rural Practice Training Grant criteria:

- Available to practice managers and staff who are employed in a primary health care practice in a MMM 3 - 7 location.
- Training must be completed in the 2020/21 financial year.
- Completed applications must be submitted by the practice for each educational activity to be undertaken.
- The application must be approved by RWAV prior to commencement of the activity.
- Copies of all paid expense receipts/invoices must be provided in order to receive payment.

Eligible Training Activities

- Participation in educational programs hosted by the Australian Association of Practice Management (AAPM) including conferences
- Attendance at accredited educational programs addressing specific aspects of business management for rural primary health care practices
- Accessing professionally approved business management/performance consulting, advisory, training, mentoring, supervision and coaching services.

Application, Assessment and Payment Process

- All complete applications must be submitted via the RWAV online portal at www.rwav.com.au.
- In the application, practices must indicate how the educational activity will increase the business management skills of your practice to improve business management.
- All applicants will be notified via email of the outcome of their application within two weeks of submission. Applicants must not commence the course prior to the RWAV grant approval.
- All applications will be assessed against the guidelines.
- The funding amount granted is based on each individual application and takes into consideration course fees and necessary travel and accommodation expenses.
- If the practice is successful in obtaining a grant, the payment process will be confirmed by RWAV. Funds will be paid via electronic funds transfer upon provision of paid expense receipts/invoices.
- RWAV must be forwarded a certificate of completion or attendance for all funded activities.
- Funding for this grant is capped and grant provision is subject to availability.
- Practices can apply for up to \$3000 per individual staff member per financial year

Terms and Conditions

- The RWAV Rural Practice Training Grant is open throughout the 20/21 financial year. Funding is allocated each financial year and grant support will cease when the funding is exhausted.
- The application must be submitted within the same financial year in which it will be completed.
- Overseas activities are not eligible for this funding.
- Activities undertaken at Aboriginal medical services and Aboriginal Community Controlled Organisations in MMM 1-7 localities are eligible.
- If funds are received from other grant sources for the same activity, the practice will be ineligible to receive additional funding through this grant.
- Applicants must agree to undertake evaluation activities as requested by RWAV.
- Whilst RWAV aims to provide an excellent service; if applicants have any concerns about our services, they can refer to the RWAV Complaint Management Policy document: <https://www.rwav.com.au/contact-us/complaint-policy/>.
- Any complaints must be reported to the Grants Administrator at grants@rwav.com.au.

For more information about the RWAV Rural Practice Training Grant, contact the Grants Administrator at RWAV on email grants@rwav.com.au.

Item	Eligible Claim Amount
Registration/course fees	<ul style="list-style-type: none"> • 100% of the registration fee up to annual limit
Consulting, advisory, training and coaching services	<ul style="list-style-type: none"> • 100% of the cost up to the annual limit
Driving	<ul style="list-style-type: none"> • Calculated at \$0.72 per kilometers based on a return trip from the applicant's place of residence to the respective training location (and return) • Travel subsidies are calculated via the most direct and practical route
Public Transport	<ul style="list-style-type: none"> • Full cost of the cheapest economy public transport via the most direct route
Air Travel	<ul style="list-style-type: none"> • Full cost of the cheapest economy airfare via the most direct route
Accommodation expenses	<ul style="list-style-type: none"> • Accommodation reimbursements will be assessed against the Australian Taxation Office (ATO) rates • At a registered commercial premises