

# EDUCATION SUPPORT - GENERAL PRACTITIONERS FELLOWSHIP EXAM PREPARATION GRANT

## GUIDELINES 2019 - 20

**The Health Workforce Improving Workforce Quality Program focuses on growing a quality workforce by building local health workforce capability with a view to ensuring communities can access the right health professional at the right time.**

Funding is available through programs that RWAV administers for General Practitioners (GPs) to access education and resources to facilitate preparation towards gaining Fellowship of either the Royal Australian College of General Practitioners (RACGP) or the Australian College of Rural and Remote Medicine (ACRRM).

The funding programs that are available are:

- **RWAV Education Support** – GP Fellowship Exam Preparation Grant: For GPs who are working in Modified Monash Model (MM) 2 location; or
- **Health Workforce Scholarship Program** – Bursary: For GPs who are working in Modified Monash Model (MM) 3-7 locations;

Applications need to be made and the funding approved **BEFORE** the exam preparation training and/or resources have commenced or purchased as retrospective costs are not payable.

GPs working in MM 3-7 locations should refer to the **Health Workforce Scholarship Program (HWSP) Guidelines** and make a HWSP application for funding.

## 2. Eligibility Criteria

1. Be registered with the Australian Health Practitioner Regulation Agency (AHPRA);
2. Work as a GP in a private or public health practice that offers primary, continuing, comprehensive and whole person care for individuals, families and communities. Roles considered primary care must be based in a community setting outside of a rural/regional hospital or emergency care centre setting;
3. Provide a minimum of 6 sessions per week or 0.6 FTE;
4. Work in a rural or remote Victorian town located in a Modified Monash Model (MM) 2 location for at least 6 months of continuous employment during the financial year. The MM classification details can be obtained on the DoctorConnect website: [doctorconnect.gov.au](http://doctorconnect.gov.au);
5. Apply for the grant before the course was commenced, or the resource purchased;
6. Not be on an Australian Government funded or subsidised training program such as the Remote Vocational Training Scheme (RVTS) or Australian General Practice Training Program (AGPT) or be completing GP Fellowship through ACRRM;
7. Not have access to available exam preparation funding under the Additional Assistance Scheme (AAS)

## 3. Grant Funding Available

Grant funding are payments for up to \$10,000 that cover the cost of the course or training fees for fellowship exam preparation and/or partially cover the cost where appropriate.

Applicants can make more than one grant application up to the total value of \$10,000 per financial year.

Applicants will need to provide a tax invoice and receipt in order to be reimbursed for approved expenses.

Travel reimbursements for accommodation, airfares and kilometres will be payable according to the Australian Taxation Office (ATO) rates considered reasonable for claims for domestic travel allowance expenses.

Private accommodation, childcare, taxi fares and ride sharing will not be subsidised

Grant funding will not be available for:

- Retrospective costs (e.g courses commenced prior to submitting an application to RWAV);
- Fellowship exam enrolment or General Practice College membership costs;
- Study funded by other sources such as an employer;
- Activities for which an Australian Government funded or subsidised training program such as the Remote Vocational Training Scheme (RVTS) or Australian General Practice Training Program (AGPT) or be completing GP Fellowship through ACRRM are responsible for;
- Any other expenses that are deemed unreasonable by RWAV.

Applications need to be made and the funding approved BEFORE the exam preparation training and/or resources have been commenced or purchased, as retrospective costs are not payable.

## 4. Eligible GP Fellowship Exam Preparation Activities

**Support is provided in the form of reimbursements for costs that have been approved to be incurred by the GP whilst preparing for RACGP or ACRRM Fellowship exams. Accredited exam preparation workshops and educational resources such as books and DVDs can be claimed.**

### Examples of exam support activities:

- Communication and Consultation Skills Workshop;
- Formal tuition;
- Educational resources;
- Pre-exam workshops;
- Exam preparation course costs required for the Fellowship examination process;
- Cost of travel and accommodation to attend workshops and exam preparation courses;
- English language tutoring and support;

## 5. Application Process

All applications must be made through the RWAV website Applications will be assessed based on:

- a) The location of your employment (MM 2);
- b) Applicant criteria;
- c) Demonstration of primary health service provision to rural and remote community.

You may be asked to provide more information to support your application.

Submitting your application does not guarantee that you will be offered Grant funding.

## 6. Approved Applications

If your application is successful, we will email you a letter of offer for Grant funding. The offer will outline:

- a) The amount offered (not necessarily full amount of course costs);
- b) Documentation required for evidence before we can pay you the Grant funding;
- c) Details of whether your funding requires a return of service obligation;

We require all supporting documentation to enable payment.

Please note applications may take up to six (6) weeks to be assessed, approved and processed.

## 7. Grant Agreement

You will receive a Grant Agreement via email documenting the amount to be paid towards your exam preparation course or resources.

You will need to accept the terms and conditions of the Grant Agreement and return a signed copy of the Grant Agreement.

If we do not receive your accepted Agreement by the nominated date, we will withdraw the offer of funding.

## 8. Payment Process

Funding through the RWAV Education Support – GP Fellowship Exam preparation Support Grant is via reimbursement. Grantees are required to pay for the course and travel costs as outlined in the Grant Agreement and then apply to RWAV for reimbursement.

In situations where the Grantee is experiencing financial hardship, alternative funding arrangement can be discussed with the RWAV HWSP Program Manager.

## 9. Return of Service Obligations

A Return of Service Obligation (RoSO) requires an applicant to continue providing services in a MMM 2-7 locations for 12 months on completion of their course and is required from applicant receiving Grant funding equal to the value of \$5,000 or more.

RoSO will also apply where one or more Grant funding applications have been approved in one financial year and the combined grants total is greater or equal to \$5,000.

The RoSO will be clearly stated in your Grant Agreement with RWAV.

Applicants with RoSO will be case managed and supported during their period of service to ensure they are able to successfully complete their commitments.

Where a GP accepts Grant funding and does not complete the required service obligations as stated in their agreement, RWAV will recover the funding.

Applicants who are unable to meet their RoSO due to exceptional circumstances are able to negotiate alternatives with their RWAV Case Manager. Exceptional circumstances are those beyond the control of the applicant. These circumstances are not reasonably foreseen by the applicant at the time they entered into the contract, and prevent that applicant from meeting their RoSO.

The RWAV Case Manager will seek to find alternatives to allow the applicant to meet their RoSO before a waiver will be considered. RWAV reserves the final right to hold the Grantee to their RoSO and can recover the debt where a mutually agreeable outcome cannot be found.

## 10. Case Management

Successful applicants who have a Return of Service Obligation will be case managed by RWAV throughout their Grant funding activity.

The case management framework may include (but is not limited to):

- A Case Manager being assigned and the grantees understanding of their obligations are reinforced (having been agreed at the time of acceptance of the funds);
- Monitoring progress of fellowship examinations at key milestones;
- Provision of program information updates to the grantee;
- The Case Manager signing-off on completion, collecting evaluation information and instigating debt collection if all other avenues for completing ROS requirements have failed;

Details of the case management to be provided will be stated in your Grant Agreement with RWAV.

## 11. Changes to Grant funded Activities

Written approval from RWAV is required to change the course/activity outlined in your Grant Agreement. RWAV will review any new activity against the identified health/workforce need, the original application and the reason for the change.

Changes to a proposed course/activity is at the discretion of RWAV and is usually only permitted where the training provider cancels the training or under exceptional circumstances. RWAV reserves the right to cancel the Grant Agreement if the original activity cannot be completed.

## 12. Termination of Grant Agreements

RWAV may terminate a Grant Agreement if it reasonably believes the Grantee:

- Transferred to a different activity without consent from RWAV;
- Has breached the Grant Agreement;
- Provided false or misleading information in their application;
- Fails to complete the activity;
- Fails to complete the RoSO;

## 13. Debt Recovery

Where a Grantee does not fulfil their Grant Agreement, RWAV will seek to recover the relevant monies. The debt recovery process will be as follows:

Each Grantee will be asked to sign a Grant Agreement, confirming that they have understood the terms and conditions of the agreement including the process for debt recovery should the grantee be unable to meet their obligations.

Each Grant Agreement will clearly state the grantee's requirements, including:

- The funded course/activity;
- The amount of funding available;
- The return of service obligation (if applicable); and
- The process for debt recovery if the above is not met;

The RWAV Case Manager will support the Grantee during the Grant Agreement period to address issues as/before they arise. This will minimise the need for debt recovery in most cases.

Where this fails, and the Grantee is unable to meet their obligations, the Case Manager will contact the Grantee to inform them that the debt recovery process will begin.

## 14. Complaints and Appeals

Unsuccessful applicants who wish to appeal the outcome of their application should initially discuss their situation to the RWAV Team Leader - Access to determine if they may be eligible to access funding and/or support from other sources to meet their fellowship exam preparation support needs. Please email [Grants@rwav.com.au](mailto:Grants@rwav.com.au)

If the matter is not resolved applicants can appeal to the RWAV Chief Executive Officer (CEO) to consider their case. The RWAV CEO is the final arbiter for any appeal.

## 10. Further Information

**Any questions relating to the RWAV Education Support – GP Fellowship Exam Preparation Support Grants should be directed to:**

**Grants administrator, RWAV**

**Email: [grants@rwav.com.au](mailto:grants@rwav.com.au)**

**Telephone: (03) 93497800**

**Information including these guidelines and application form can be found on the RWAV website [www.rwav.com.au](http://www.rwav.com.au)**