

Specialist Training Program (STP) Private Infrastructure Clinical Supervision (PICS) Allowance Guidelines 2019

Aim of the Project

The Aim of the PICS Allowance is to support delivery of the Specialist Training Program (STP) in private sector setting.

Program Outcomes

Through these activities it is expected the following outcomes will be achieved:

- increased capacity in the private sector to participate in the Commonwealth's STP;
- increased support for clinical supervision for all private sector STP training posts;
- better infrastructure for training in private sector STP training posts;
- better trained specialists with an education that matches the nature of demand and reflects the way health services are delivered.

PICS Administration

Until December 2017, the PICS allowance for all STP posts was managed through the Royal Australasian College of Medical Administrators (RACMA). From 2018 this responsibility has been decentralised amongst the Medical Colleges which administer the STP posts in each specialty. Each College is expected to:

- incorporate arrangements for the distribution of PICS into the STP funding agreements with each eligible training setting; and
- report to the Department on the distribution of PICS funding through the STP six monthly reports and advise whether the objectives of the Project have been met.

Post Eligibility

Eligible posts for the PICS allowance are those funded under the STP in a private healthcare setting. The definition of "private setting" relates to the facility and its ownership. A "private setting" is not a publicly owned facility treating private patients.

Funding

The PICS allowance is up to \$30,000 (GST exclusive) per STP registrar in an eligible post FTE per annum, pro rata. Training settings are able to use the allowance flexibly for either infrastructure or supervision costs but must ensure that it provides appropriate supervision of their STP trainees in accordance with the accreditation standards set by the RCPA.

Note: PICS funding allocations in 2018 – 2020 have been set by the Department of Health. No additional funding is available.

Funding is conditional on FTE working and training in the private setting. If a post is not filled to the full FTE originally approved under the STP, only a pro-rata amount of the PICS allowance will be distributed.

The funding agreements between the settings and the RCPA provide for the recovery of funds in the event that full payment has been made where the post was not filled to the FTE level originally approved to within 0.1FTE.

Infrastructure allowance

The infrastructure allowance is attached to the training site, and to specific STP training posts, not to trainees or supervisors.

Where an eligible training setting has more than one STP training position, the infrastructure allowance may be aggregated and used across the facility for the benefit of the whole training cohort. For training networks, the allowance may be shared proportionally across each training site. The allowance may not be diverted to support settings where there are no STP training positions, for example where a provider operates multiple hospitals/laboratories.

Clinical supervision

The clinical supervision allowance is intended to support the delivery of education and training and does not represent a direct financial benefit to the supporting hospital/laboratory provider, and will be linked to a specific STP training position. Training settings must be able to demonstrate that clinical supervision funding is allocated towards maintaining and/or enhancing the delivery of appropriate supervision to STP trainees undertaking placements.

The supervision allowance may be aggregated within training settings and across training networks in the same way as the infrastructure allowance. This includes aggregating funding where settings and networks support multiple STP trainees.

Eligible supervision activities include:

- Administrative support
Support for activities which promote and maintain good work standards, coordinate practices and policies which lead to an efficient and smooth running training experience for STP participants;
- Educational support
Activities which help coordinate the educational development of trainees to ensure delivery of a training experience that contributes towards fellowship training of the RCPA;
- Trainee employment support
Effective support projects to ensure the trainee's entitlements are met;
- Networked supervision support
Development of networks of training which facilitate seamless transition between training sites that ensures that trainees receive high quality, appropriate training that coordinates supervision across the network; and
- Supervisor development training support
Training programs aimed at enhancing supervisors' leadership and management skills.

Reporting requirements

All sites which are eligible to receive the PICS allowance are required to submit:

- A PICS Progress Report in July 2019 detailing an estimate of infrastructure and clinical supervision expenditure. The RCPA will review the estimates to determine if the proposed expenses are likely to

be funded. Additional information and clarification may be requested. Once satisfied with the proposed infrastructure projects, the RCPA will approve that the projects commence.

- A Final PICS Allowance Report in January 2020 detailing actual expenditure to the date of the report. If the training site has delivered or indicates that it is proposing to deliver, substantially different private infrastructure projects than was agreed, the RCPA may reject part or all of the expenses claimed.

Payment

The PICS allowance will be paid to sites in two instalments.

- The first payment will be paid once the first PICS Progress Report has confirmed that a trainee was in fact in the post, the July PICS Progress Report has been approved, and a Tax Invoice corresponding to 50% of the approved amount has been received.
- The second payment will be processed after sites submit a PICS Final Allowance Report in January 2019 and the invoice is approved.

The RCPA requires that sites provide documentary evidence to support the amounts in their PICS Final Allowance Report. Evidence may include tax invoices, receipts, or other documentation which would satisfy a financial audit. The bases of any estimates of amounts yet to be paid should be clearly set out. Additional information and clarification may be requested.

Definitions

Infrastructure

Resources which provide for, or enhance, the training experience delivered by the STP training position, including:

- training room outfitting, including purchasing specific training equipment such as microscopes and multiheaded microscopes for trainees;
- minor renovation of existing facilities to make space within the training setting suitable for use in registrar training;
- videoconferencing facilities;
- investments in online educational training software;
- overhead infrastructure in general, i.e. office asset equipment purchases such as computers; phones; desks; IT equipment and associated facilities that will be used by trainees and their supervisors.

Resources which may be required for the activity of clinical training which are excluded, i.e., not eligible, for funding support, are:

- the use of infrastructure funding to contribute to operating expenses such as salaries, training courses or ongoing building maintenance costs;
- the purchase of office consumables and other recurrent items such as stationery and printer cartridges, recurrent telephone line and rental costs, including phone call costs, as well as uniforms and cleaning products;
- major capital works projects involving the construction of new facilities, including as a funding contribution towards the total cost of larger capital projects, or as a funding contribution towards the

purchase of substantial medical equipment used in service delivery rather than specifically for training;

- hospital/laboratory consumables used in the treatment of patients;
- recreational equipment; and
- operational expenditure for initial training post setup, including any costs associated with the process of gaining accreditation for training.

Clinical supervision

Direct or first- hand observation of teaching and involves face to face and other associated interactions between the trainee and the clinical supervisor. Generally, clinical supervision will be provided by a senior practitioner (i.e. a college fellow). The role of the clinical supervisor is to ensure that trainees achieve the established goals or tasks contained in their training curriculum.

The supervisor's administrative role requires an understanding of complex systems that are constantly in transition. As the medical system and training requirements change, there may be additional administrative burdens placed on the clinical supervisor.