Guide to the Specialist Training Program

For Training Sites
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1. ABOUT THIS GUIDE

The purpose of this manual is to provide information and assistance to hospitals managing funding allocated under the Specialist Training Program (STP). The manual can be used as a resource to support staff to understand STP program and its desired outcomes, processes and regulatory reporting requirements.

Roles within ANZCA

The Australian and New Zealand College of Anaesthetists (ANZCA) manages the STP for the following specialties:

- Anaesthesia
- Pain medicine
- Intensive care medicine

A manager, project officer and administrator are dedicated to this program and are available to assist you with queries relating to your STP positions and reporting. For changes to your contract please speak to the project manager. For queries and issues relating to all operational requirements of the STP please speak to the project officer.

If you require any further assistance please contact ANZCA on the details below.

Contact details

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ANZCA STP Website: http://www.anzca.edu.au/training/specialist-training-program

Other contact details:

ANZCA Faculty of Pain Medicine (FPM) website: http://www.fpm.anzca.edu.au/

College of Intensive Care Medicine of Australia and New Zealand (CICM) website: http://www.cicm.org.au/

### Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>ASGC</td>
<td>Australian Standard Geographical Classification</td>
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<tr>
<td>ANZCA</td>
<td>Australian and New Zealand College of Anaesthetists</td>
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<tr>
<td>ASTPRA</td>
<td>Advanced Specialist Training Posts in Rural Areas</td>
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<tr>
<td>CICM</td>
<td>College of Intensive Care Medicine of Australia and New Zealand</td>
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<tr>
<td>CPD</td>
<td>Continuing Professional Development</td>
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<td>DoH</td>
<td>Department of Health</td>
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<tr>
<td>DoV</td>
<td>Deed of Variation</td>
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<td>ESTP</td>
<td>Expanded Specialist Training Program</td>
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<tr>
<td>FBT</td>
<td>Fringe Benefit Tax</td>
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<tr>
<td>FPM</td>
<td>Faculty of Pain Medicine</td>
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<tr>
<td>FTE</td>
<td>Full Time Equivalent</td>
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<td>GST</td>
<td>Goods and Services Tax</td>
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<tr>
<td>IMGs</td>
<td>International Medical Graduate Specialist</td>
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<tr>
<td>MoU</td>
<td>Memorandum of Understanding</td>
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<tr>
<td>OMSTP</td>
<td>Outer Metropolitan Specialist Trainee Program</td>
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<tr>
<td>OTSAN</td>
<td>Overseas Trained Specialist Anaesthetists Network</td>
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<tr>
<td>Path MoU</td>
<td>Pathology Memorandum of Understanding</td>
</tr>
<tr>
<td>PICS</td>
<td>Private Infrastructure and Clinical Supervision</td>
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<tr>
<td>PTOTH</td>
<td>Psychiatry Training Outside Teaching Hospitals</td>
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<tr>
<td>RA</td>
<td>Remoteness Area</td>
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<tr>
<td>RSL</td>
<td>Rural Support Loading</td>
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<td>STP</td>
<td>Specialist Training Program</td>
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2. BACKGROUND

The Specialist Training Program (STP) is designed to provide opportunities for medical specialist trainees to rotate through an expanded range of settings beyond traditional public teaching hospitals, in pursuit of becoming a specialist, recognised by an Australian medical college.

History of the STP
The Australian Government Department of Health (DoH) has been supporting the expansion of specialist training into regional and remote areas for over 10 years. This early work was complemented and significantly expanded through a 2006 Council of Australian Government’s decision to fund training places in settings other than public teaching hospitals. Under the 2009-2010 Budget Health and Ageing Measure Workforce program a number of these programs were consolidated into the current STP:
   a. the Expanded Specialist Training Program (ESTP);
   b. the Outer Metropolitan Specialist Trainee Program (OMSTP);
   c. Advanced Specialist Training Posts in Rural Areas (ASTPRA);
   d. the Pathology Memorandum of Understanding (Path MoU);
   e. the Overseas Trained Specialist Upskilling Program;
   f. Psychiatry Training Outside Teaching Hospitals (PTOTH); and
   g. Supporting best practice and workforce in pathology and diagnostic imaging.

ANZCA has been managing the STP in anaesthesia, pain medicine and intensive care medicine since the beginning of 2012.

For further information on the history of STP please see the STP Operational Framework on the Department of Health STP website.

Funding Objectives
The aims and objectives of the STP are to:
   Increase the capacity of the health care sector to provide high quality, appropriate training opportunities to facilitate the required educational experiences for specialists in training;
   Supplement the available specialist workforce in outer metropolitan, rural and remote locations; and
   Develop specialist training arrangements beyond traditional teaching hospitals.

Expected outcomes
Expected outcomes for the program include:
   Specialist trainees rotating through an integrated range of settings beyond traditional teaching hospitals, including a range of public settings (including regional, rural and ambulatory settings), the private sector (hospitals and practices), community settings and non-clinical environments;
   Increased number of specialists;
   Better distribution of specialist services;
   Increased capacity within the health sector to train specialists, with settings fully integrated with and complementing training occurring at the major public teaching hospitals;
   Improved quality of specialist training with trainees gaining appropriate skills not otherwise available through traditional settings;
   Improved access to appropriate training for International Medical Graduate Specialists (IMGSS) seeking fellowship of a College;
   Increased flexibility within the specialist workforce;
Specialist training initiatives that complement those currently provided within the states and territories; and
Processes established which enable effective and efficient administration of specialist training posts, with reduced complexity for both stakeholders and the department.

What is funded under the program?
Training posts in eligible settings are provided a salary contribution for Australian trainees and International Medical Graduate Specialists (IMGs) rotating through the posts. This contribution flows to the employer of the trainee or IMGs occupying the posts at a rate of $100,000 (GST exclusive) pro rata per full time equivalent per year.

Posts:
- Must be approved for training purposes by ANZCA, FPM or CICM;
- Must be located in settings beyond traditional public teaching hospitals (i.e. private, rural/remote, outer metro, community setting); and
- Must deliver a training experience that contributes towards fellowship of an Australian medical specialist college

Posts located in Remote Area (RA) Classification 2-5 are eligible to receive rural support loadings of up to $20,000 (GST exclusive) pro rata per full time equivalent per year. Further information on rural support loading is provided later in this document.

A private infrastructure and clinical supervision (PICS) allowance is available to provide funding for activities associated with clinical supervision and infrastructure for private sector training posts. **Eligible posts will be contacted in writing by the Department of Health in order to commence the PICS process.** The maximum amount of funds available for each private sector full time equivalent training post is:
- $30,000 (GST exclusive) per annum, pro rata for clinical supervision
- $10,000 (GST exclusive) pro rata, once every three years for private infrastructure

**PICS funding is distributed by the Royal Australasian College of Medical Administrators (RACMA). Further information on PICS can be found here.**

What is NOT funded under the program?
Post-fellowship training.
Direct costs associated with accreditation of training posts/positions.
Direct costs associated with supervision of trainees in posts/positions.
Training posts funded under the program may not be occupied by overseas trainees employed by hospitals in other countries seeking a rotation through expanded settings within Australia. All STP trainees must be working towards fellowship of an Australian medical specialist college.

**Unless specific exceptions exist in your application:**
- **ANZCA supported posts MUST be filled by ANZCA trainees**
- **CICM supported posts MUST be filled by CICM trainees**
- **FPM supported posts MUST be filled by pain medicine trainees**
- **ANZCA will check the names of trainees against databases to ensure that the correct trainees are recruited.**

Individual trainees are not eligible to apply for funding. Trainees should liaise with their relevant college and/or specific health care facility if they wish to participate in STP.
3. APPLICATION PROCESS

As of January 2014 the application process for the STP is complete. The program aimed to increase training capacity by 900 posts by the beginning 2014, which has been achieved. There are no plans to reintroduce further application rounds in the future at this stage. Information has been maintained in this guide for historical purposes only.

How to apply
Applications rounds occur annually. The application round opening and closing dates will be announced on the Department of Health website http://www.health.gov.au/internet/main/publishing.nsf/Content/work-spec
Documentary evidence of each of the following will be required to be submitted with each application:
(a) Accreditation status of training posts/positions by the relevant College
   o The College will provide you with a letter of support to submit with your application. You must send the College a copy of your completed application along with a request for a letter of support no later than seven days prior to the application closing date.
(b) Agreement by the relevant jurisdiction/area health service to release a suitable training registrar to fill the post;
(c) Agreement by the relevant health care setting to abide by the requirements of the program when participating in the program; and
(d) Other documents may be called for in the assessment of an application for funding as required, for example insurance policies and evidence of medical indemnity arrangements for trainee cover etc.

For further information on the STP, including full eligibility criteria, timelines for the 2013 application round and the STP priority framework please see the following websites:

4. APPROVAL AND EVALUATION PROCESS

Applications are submitted directly to the Department of Health (DoH) and then forwarded to ANZCA for assessment. The College assessment forms part of a larger assessment undertaken by the department and other local health jurisdictions. The distribution of funds for training posts, among specialties and geographic areas, will be determined by the department. Applicants will be advised of the outcome by the department, not by the College.

Assessment Criteria
Each application will be assessed in relation to its capacity to meet the objectives of the STP with priority given to posts drawn from:

**The private health sector:** For the purposes of STP, training sites which can be defined as eligible private sector settings are those which do not derive their operational funding directly from a state or territory government.

**Regional, rural and remote areas:** settings located in Australian Standard Geographical Classification (AGSC) - Remoteness Areas (RA) 2-5.

**Non-hospital settings** including aged care, community health and Aboriginal medical services.
Within these sectors, accredited specialist training posts which provide opportunities for registrars to train in priority areas* will receive a preference during the assessment process. For 2013 these were:

- Dermatology
- Psychiatry
- Radiology
- Obstetrics and gynaecology
- Emergency medicine
- Paediatric ophthalmology
- Generalist training - e.g. general and acute care medicine, general paediatrics,
  Geriatric medicine, general surgery, general obstetrics and gynaecology, general
  pathology, general anaesthetics.
- Dual training in general medicine and an additional specialty


Only posts which represent 1 FTE or a minimum of 0.5 FTE in the above settings will be prioritised for funding.

**Further application weightings**

The department and its assessment partners will give preference to posts which demonstrate:

- Trainee involvement with clinical academic research or teaching junior doctors and/or medical students;
- Capacity for an individual trainee to complete the majority (>50%) of training requirements for fellowship in an on-going position in a rural/regional/remote or outer metropolitan setting i.e. potential to advance from 1, (year/basic training) to fully qualified.
  - In order to meet training requirements this may include a rotation into a metropolitan setting. In order to support the main priorities for the round, applications which can demonstrate this potential must be in districts of workforce shortage to be given preference. To determine if your hospital is in a district of workforce shortage please check the following website [http://www.health.gov.au/internet/main/publishing.nsf/Content/work-pr-dws-fact](http://www.health.gov.au/internet/main/publishing.nsf/Content/work-pr-dws-fact)

In assessing an application against the assessment criteria, the assessors may consider the applicant’s financial viability and the risk of the application including but not limited to; the likelihood of a trainee being recruited, quality and availability of supervision for trainees and/or the stability of the training network being proposed. The assessors may also seek information about any applicant from other sources.

**Applications in combined specialties**

Applications in multiple specialties, such as those allowing CICM trainees to complete their anaesthesia component in an ANZCA accredited anaesthesia department, will be considered by the College. It is important to speak to all Colleges involved to determine which specialty should support the application.

**Successful Applications**

The successful applicants will be required to sign a funding and administration agreement with the College, as appointed by the Australian Government, represented by the Department of Health. The College is responsible for management of training post administration including salary, rural support loadings and other additional support projects. The final outcome of the application round is subject to successful negotiation between the
department and the specialist medical colleges and the college and the applicant. In the
event that terms cannot be agreed between the applicant and the College, a reserve list
post may be offered funding.

The current funding agreement between the DoH and ANZCA expires in December
2015. The last payment is scheduled for April 2016.

Unsuccessful Applications
Final decisions will have been made on a complex range of considerations, including the
endorsement of a post by the jurisdiction and the relevant college, as well as its capacity to
meet the priorities for the round. While decisions made by the department are not subject
to appeal, the department will endeavour to provide unsuccessful applicants with feedback
to assist them to refine future applications. Assessments provided to the department by the
specialist medical colleges and jurisdictions are confidential. The department will however,
provide contact information upon request for applicants wishing to discuss their application
with these assessment partners.
5. RURAL SUPPORT LOADING FUNDS

The STP acknowledges the costs associated with specialist medical training in rural areas. Eligible settings can apply for rural support loading funding to assist with the costs of supporting specialist training in rural settings. The program offers grants of up to $20,000 (GST exclusive) pro rata per full-time equivalent (FTE) per year.

To be eligible to receive the rural support loading:

- Hospitals must have STP support for a position of 1.0 FTE in anaesthesia, intensive care or pain medicine or 0.5 FTE in anaesthesia, pain medicine or intensive care and another specialty.
- Hospitals must have current ANZCA, ANZCA Faculty of Pain Medicine (FPM) or College of Intensive Care Medicine (CICM) accreditation as appropriate.
- Hospitals must be located within Australian Standard Geographical Classification - Remoteness Area (ASGC-RA) 2-5. ASGC-RA classification can be determined on the DoH Doctor Connect website.


Once an STP post has been approved for rural loading, the hospital is sent a Memorandum of Understanding (MoU) to cover the period for which they will receive rural support funds. Sites will then sign and return hard copies of the MoU to the College by mail. Once the MoU has been fully executed sites are able to invoice for the full $20,000 (GST exclusive) for the current year.

- The invoice should be for the full $20,000 (GST exclusive)
- The invoice should:
  - identify the correct STP reference number/s and location
  - detail the amount of the instalment and GST payable;
  - State it is a tax invoice; and
  - Have a 30 day payment term

Annual reporting on rural support funds is due on January 31 each year. A reporting template will be available on the ANZCA STP website [Link: http://www.anzca.edu.au/training/pdfs/Rural-support-loading-final-report-extended.pdf]

For further information on the rural support loading process, including application forms and key please see the following website: [Link: http://www.anzca.edu.au/trainees/rotations-training-sites/specialist-training-program.html]

Annual report

Under the terms of your rural support loading MoU, the College requires a report on rural support funds expended every year for the duration of the agreement. The following guide has been developed to assist you to complete accurate and comprehensive reports. Most questions are clear, instructions are provided only where necessary.

Introduction

The annual report must clearly identify the STP post number, location and coincide with the trainee/s in the post at the time.

Statement of expenditure

The maximum amount claimable and payable by ANZCA for rural loading claims is $20,000 (GST exclusive) per FTE pro rata.

Funds received through this grant may be used as a contribution towards activity costs. Such expenses may include (but are not limited to):

- Equipment – videoconferencing, teleconferencing, internet access keys, mobile phones
Travel costs – accommodation/rent subsidies, flights, car mileage, travel costs associated with attending teaching sessions such as lectures, tutorials
Trainee activities and/or resources – attendance at seminars

NOTE – the following cannot be included in applications for rural loading:
Administration costs
Supervision costs
Salary costs

How to Complete:
Complete the following fields
Item number (1,2,3,4)
Description of item
Amount – GST inclusive

Activities:
Detail the activity/ies undertaken with the rural loading for the most recent academic year and how these activities contributed to the success this post. For example:
Did these activities support the trainee in meeting their educational requirements i.e. CPD, Formal Education Courses, teaching sessions/tutorial, supervision?
Did these activities contribute to the sustainability of the STP posts?
Did the rural loading improve and/or support infrastructure of the STP post?
Did the rural loading improve trainee access to learning opportunities that are unavailable locally or would be otherwise difficult to undertake?
6. STP REPORTING REQUIREMENTS

Under the terms of your funding and administration agreement, the College requires you to submit an initial report, and following that a progress report every six months for the duration of the agreement. You are then required to submit a final report at the conclusion of the funding period. The following guide has been developed to assist you to complete accurate and comprehensive reports. The guide does not contain instructions for all fields on the reports. Most questions are clear, instructions are provided only where necessary.

All STP reports should be submitted in a timely manner according to the schedule outlined below to stp@anzca.edu.au. For any queries, please contact the STP team by email or on (03) 9510 6299.

**STP posts reporting requirements**

<table>
<thead>
<tr>
<th>Date report due</th>
<th>Requirements</th>
<th>Date invoice due</th>
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</thead>
<tbody>
<tr>
<td>March 30, 2017</td>
<td>Progress report and financial information</td>
<td>Mid April, 2017</td>
</tr>
<tr>
<td></td>
<td>Trainee consent form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Invoice</td>
<td></td>
</tr>
<tr>
<td>September 30, 2017</td>
<td>Final report</td>
<td>Mid October, 2017</td>
</tr>
<tr>
<td></td>
<td>Trainee consent form</td>
<td></td>
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<tr>
<td></td>
<td>Financial Statutory declaration</td>
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<td></td>
<td>Financial statement of receipt and expenditure</td>
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<tr>
<td></td>
<td>Invoice</td>
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All reporting templates can be downloaded from this table, which is reproduced on the ANZCA STP website: [http://www.anzca.edu.au/training/specialist-training-program](http://www.anzca.edu.au/training/specialist-training-program).

*Note*: Adobe Acrobat is required to submit the report forms via email.
Please note: You should make every effort to recruit suitable trainees to the STP positions in accordance with the guidelines set out in Section 3 of your funding agreement. If the trainee year/level does not match the year/level under Section 3 of your funding agreement you must contact the College.

Invoices

Once the report has been approved, you will be directed to submit an invoice. Payments are processed on receipt of a correctly rendered invoice. A correctly rendered invoice must:
   (a) identify the STP reference number/s and location
   (b) detail the amount of the instalment and GST payable;
   (c) State it is a tax invoice; and
   (d) Have a 30 day payment term

Initial report

How to Complete:

In the tables of the initial report, you are required to supply the training details of the trainee(s) rotating through your STP post/position during the period. Be sure to clearly state the:
   - STP reference number
   - Trainee name
   - Trainee year/Level
   - Trainee FTE
   - Trainee start and finish dates
   - Training setting and primary employer

This information will assist ANZCA to allocate funding accordingly, based on the amount of time a trainee(s) is in the post/position.

Progress report

How to Complete:

Trainee/Post Information

In this progress report, you are required to update or confirm the trainee details and training dates provided in your most recently submitted initial or progress report. It is important you include any updates to the information, such as changes to:
   - STP reference number
   - Trainee name
   - Trainee year/Level
   - Trainee FTE
   - Trainee start and finish dates
   - Training setting and primary employer

This information enables the College to validate what was previously reported and allocate funding accordingly, based on the amount of time a trainee(s) is in the post/position. The ‘reporting period’ refers to the period of time between the last submitted report and the date the current report is due for submission to ANZCA, for example February 1 – July 30. The ‘reporting period’ refers to the time between these two reports.
Complete the question ‘Did the trainee/s meet all training requirements while in this post? Y/N’

In the second table of the progress report, you are required to supply the training details of the trainee(s) expected to be rotating through your STP post/position during the next six month period if this information is known.

You are encouraged to provide feedback in the comments section of the progress report.

Financial Information

STP funds received/expended: **Report these as GST inclusive values.**

In the financial information table of the progress report you are required to report on the **STP funding received** by post/position in the previous payment cycle and the **STP funding expended** since that payment.

The ‘reporting period’ refers to the date of the last submitted report and the date the current report is due for submission to ANZCA, for example February 1 – July 30.

‘STP Funds Received’ refers to the amount of STP funding you received from ANZCA in the previous funds payment cycle.

‘STP Funds Expended’ refers to the amount of the STP funds received in the previous payment cycle that have been expended.

  o NOTE: If no STP funds were received in the previous payment cycle than this would be reported as $0.00 STP funds received and $0.00 STP funds expended.

‘Balance of STP funds remaining’ refers to the difference between the ‘STP Funds Received’ and the ‘STP Funds Expended’

‘Other Funding Contributions’ refers to the amount provided by other sources of revenue, apart from STP funds that are contributing to the trainee’s salary. For example, a State or Territory Health Jurisdiction or private/public hospital.

If the amount of STP funds received is unknown, you should clarify this with your Health Service/finance department.

To ensure you receive your allocated STP funding as per scheduled payment timetable, it is a requirement that you include both STP funds received and STP funds expended in your report. Payment cannot be processed unless the amounts specified are recorded in the financial information session of your progress report and are aligned to ANZCA financial records.

Final report

Required Financial Attachments

Please ensure the following documents are attached to the final report to ensure the final payment can be processed:

1) A detailed statement of receipts and expenditure in respect of funds paid under the funding agreement

2) A financial Statutory Declaration signed by your Chief Executive Officer or Chief Financial Officer or delegate.
**Tips**

**How to present trainee information**

FTE: Full Time Equivalency
This refers to the number of days a week the trainee(s) spends in the STP funded post/position during their expanded setting.
For example:  
- 5 days = 1.0 FTE  
- 4 days = 0.8 FTE  
- 3 days = 0.6 FTE  
- 2 days = 0.4 FTE  
- 1 day = 0.2 FTE

Trainee Start/Finish Date:
Report the trainee(s) start and finish dates as dd/mm/yy. For example: 25/11/11

*Please note:* You are required to maintain a trainee or IMGS in the STP position at all times. If you have any issues recruiting a trainee to the STP position please contact the College.

Medical Indemnity:
Trainees are required to have appropriate medical indemnity insurance when undertaking training activities. If unsure, check within your Health Service or State or Territory Health Department to ascertain individual circumstances.

Consent Form:
A separate trainee privacy and consent form must be completed by each trainee filling the post/position and submitted to ANZCA. Please Note: STP funds will only be paid for trainee(s) listed in the initial report from whom ANZCA has received a signed privacy and consent form.
7. FREQUENTLY ASKED QUESTIONS

1. **Who is responsible for recruiting trainees to STP positions?**
   The training setting/hospital is responsible for recruiting a trainee to fill the STP training post.

   To advertise an available anaesthesia position, please contact ANZCA Marketing and Sponsorship Manager:
   communication@anzca.edu.au

   To advertise available pain medicine positions please contact the Faculty of Pain Medicine:
   painmed@anzca.edu.au

   To advertise an available intensive care positions please contact CICM:
   cicm@cicm.org.au

2. **Which trainees are eligible for STP positions?**
   Trainees in STP positions must be registered and on the pathway to Fellowship on an Australian medical specialist College. Trainees completing part of their training in Australia who belong to an overseas medical college are **NOT** eligible for STP positions. Unless specific exceptions exist in your application:
   - ANZCA supported posts MUST be filled by ANZCA trainees
   - CICM supported posts MUST be filled by CICM trainees
   - FPM supported posts MUST be filled by pain medicine trainees
   IMGs in STP positions must be registered with their respective College and must be on the partially comparable or substantially comparable pathway to Fellowship.

3. **If I cannot find a trainee for my STP position what should I do?**
   The College recommends that you have a recruitment strategy in place to ensure that all STP positions are filled to the FTE that is designated in your funding agreement. If for any reason a position will be vacant at the start of the calendar year, or if there will be more than a two month delay in a trainee starting work, you must contact the College immediately to discuss a recruitment strategy. In these cases, your funding may need to be reassessed.

4. **My post requires an ANZCA trainee but I can only recruit a trainee from a different medical College, is this ok?**
   If you cannot recruit the correct trainee to your STP position and the position will be vacant you must contact the College immediately to discuss a recruitment strategy. In these cases your funding may need to be reassessed. **ANZCA will check the names of trainees against the ANZCA database to ensure that the correct trainees are recruited.**

5. **If the trainee I have recruited for the STP position is at a different level that what has been agreed in my contract, what should I do?**
   Section 3 of your funding agreement details the level of trainee you have nominated to be trained in your STP positions. You should make every effort to recruit suitable trainees into the STP positions in accordance with section 3 of your funding agreement. If the trainee year/level does not match the year/level under section 3 of your funding agreement you must contact the College.

6. **Is it ok to have more than one trainee rotating through the STP post?**
Yes. You may have multiple trainees rotating through the one STP position throughout the year. Please list each trainee on the initial and progress reports. If the dates of each trainee's rotation are known at the time of submitting the report, then please include this information.

7. What do I do if a trainee leaves early or goes on maternity leave?
   If a trainee leaves their STP position before their allocated time or goes on maternity leave you should endeavor to find another suitable trainee to fill their place. You will need to inform the College of any changes in trainee details for reporting purposes.

8. If I cannot complete my reporting requirements what will be the outcome?
   STP funds are paid to hospitals on a biannual basis following the receipt of progress reports and financial information. If these reports are not received by the College then the proceeding STP payment cannot be processed.

9. What information should I put in my invoice?
   All invoices must have a 30 day term of payment. A correctly rendered invoice must:
   (a) identify the STP reference number/s and location
   (b) detail the amount of the instalment and GST payable;
   (c) state it is a tax invoice; and
   (d) have a 30 day payment term

10. What do I do if the total FTE changes or if there is a change between FTE allocations in private and public settings?
    If you have any alterations in FTE or public/private split for your STP positions, you should speak to the STP project manager as per the contact details at the top of this document about your funding allocation as it may need to be altered. You must inform the College of any changes in trainee details for reporting purposes.

11. How do I go about altering my contract?
    If you need to make any alterations to your funding agreement, you should contact the STP project manager on the contact details at the top of this document.

12. What happens if my hospital loses or cannot gain ANZCA accreditation?
    If at the time of applying for the STP round your department is not accredited for ANZCA training, it will need to be inspected and gain accreditation before the commencement of the STP position/s. If your department has an inspection and fails to gain ANZCA accreditation or if your accredited department loses accreditation for any reason, then you will not be permitted to have trainees in your department. You should contact the College to discuss this matter. If you have a similar issue with a CICM or FPM position you should contact the relevant College or Faculty on the contact details at the top of this document.

13. What happens if I do not spend all of my rural support loading funding?
    Rural support loading is a fixed amount of $20,000 (GST exclusive) per FTE per year covered by the rural support loading Memorandum of Understanding (MoU). If you do not spend the full amount allocated in one year then you will have the option to either invoice again which allows you to spend the remaining funds plus the full amount for the next year or of not invoicing and rolling over unspent funds until the following year. You will be required to return any remaining funds to the College at the completion of your MoU. You should indicate in your annual report why you were unable to spend the allocated funds as expected.

14. Is the rural support loading funding grant exempt from Fringe Benefit Tax (FBT)?
No, the rural support loading funding grant is a payment made directly to the hospital and is not a salary contribution. There is no special treatment or FBT exemption for any benefit paid using the rural support loading. More information can be found on the Australian Taxation Office (ATO) website: [https://www.ato.gov.au](https://www.ato.gov.au).

**15. What does it mean to have STP positions on the reserve list?**
If you are informed that you are on the reserve list your STP position/s have not been funded for the round, however there is a chance they may receive funding. If any funded positions break the terms of their funding agreement then positions from the reserve list can receive funding in their place. The College will contact you if your unfunded position becomes eligible for a funded STP place.

**16. Can STP trainees bill Medicare?**
Yes. If your trainee wishes to bill Medicare they will need to complete their Application for Approval of Training form and submit it as a matter of priority to the STP unit for signature. Trainees then return this to Medicare Australia along with a completed [application form](#) for a provider number.
This will enable fast tracking of the approval process by the College and ensure (if relevant) the ‘Verification of Approved Training Placement – Specialist Trainees’ form can be completed in the appropriate timeframe to minimise any potential financial disadvantage.

[Required forms can be requested by contacting the STP unit at ANZCA on stp@anzca.edu.au.](#)

For more information on Medicare billing by registrars participating in the Specialist Training Program, please refer to:
