

Specialist Training Program (STP) Integrated Rural Training Pipeline (IRTP) Supervision Support CLAIM FORM

Please report the actual expenditure of your IRTP Supervision Support funding and include brief details for each item. We do not require evidence to be submitted with this Claim Form, but please retain all relevant documentations in the event of a future audit. **Note: claims will only be processed for actual expenses incurred (not projected or estimated expenses) during the current reporting period.**

Notes:

IRTP Supervision Support funds can be used by health settings for clinical supervision to support the delivery of education and training linked to a specific IRTP training position.

Clinical supervision is defined as direct or first- hand observation of teaching and involves face to face and other associated interactions between the trainee and the supervisor. Supervision will generally be provided by a senior practitioner (i.e. a RACMA Fellow). The role of the supervisor is to ensure that trainees achieve the established goals or tasks contained in the training curriculum and program.

Settings must be able to demonstrate to RACMA's reasonable satisfaction that the IRTP Supervision Support funding is appropriately allocated towards maintaining and/or enhancing the delivery of appropriate supervision to STP-funded trainees.

RACMA may ask for further information and/or suitable evidence of expenses incurred by the setting. The decision to accept or reject a claim is at the absolute discretion of the RACMA. Previous acceptance of a similar expense does not guarantee that it will be permitted.

IRTP Reference No:		Setting Name	
Period of claim:			

Clinical Supervision Expenses	Costs (\$)	Details
Administrative 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 IRTP funded trainees.		
Educational support - for activities which help coordinate the educational development of trainees to ensure delivery of a training experience that contributes towards fellowship training of RACMA.		
Trainee employment support - Effective support projects to ensure the trainees entitlements are met.		
Networked supervision support - development of networks of training which facilitate seamless transition between training sites that ensures trainees receive high quality, appropriate training that coordinates supervision across the network.		
Supervisor development and training - aimed at enhancing supervisor's leadership and management skills		
Total Claim		

Comments (if required)

Declaration:

- I understand that the funded setting is required to retain documentary evidence of all items claimed via this funding and be able to provide these records upon request or for future audit purposes.
- I verify that the information contained in this Form is complete and correct at time of submission.

Report Prepared by:		Signature:	
Position:		Date:	
Email:		Telephone:	