

Specialist Training Program (STP) Private Infrastructure Clinical Supervision (PICS) CLAIM FORM

Please report the actual expenditure of your PICS 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:

PICS funds can be used by health settings for activities including:

- purchases related to infrastructure, where the infrastructure would remain the property of the training site; and
- clinical supervision to support the delivery of education and training linked to a specific STP 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 if PICS supports clinical supervision, funding is 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.

Expenses NOT eligible for PICS funding:

Resources which may be required for the activity of clinical training and which are **NOT eligible** for funding support include (but are not limited to):

- The uses of infrastructure funding to contribute to health service operational expenses such as salaries (other than related to supervision of the eligible STP trainee), training courses or ongoing building maintenance costs;
- The purchases 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 consumables used in the treatment of patients;
- Recreational equipment

STP Reference No:		Setting Name	
Period of claim:			

Infrastructure Expenses	Costs (\$)	Details
Training room outfitting, including purchasing specific training equipment such as microscopes for trainees and training simulation equipment		
Expenditure for initial training post setup, including any costs associated with recruitment and retention		
Minor renovation of existing facilities to make space within the training setting suitable for use in registrar training		
Videoconferencing facilities		
Investments in on-line educational training software and relevant online journal access		
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).		
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 STP 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:	