

Guidelines

Funding for PSL is available for up to \$31,649.33 (GST exclusive) per MVPTP registrar FTE per annum, pro rata, in the private sector (subject to available funding). Training settings are able to use the allowance flexibly for either infrastructure and/or supervision costs. Private settings must provide appropriate supervision of their MVPTP trainees/registrars in accordance with the accreditation standards set by the RANZCP.

The RANZCP's MVPTP team contacts eligible training post providers to alert them to the possibility of claiming PSL, however, if you would like to check or clarify your Post eligibility status, please contact the MVPTP team.

Eligibility

The definition of “private setting” relates to the facility and its ownership.

A “private setting” is not a publicly owned facility treating private patients.

For the purposes of MVPTP, 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 and operate independent from a state government metropolitan public teaching hospital.

Private ownership can be demonstrated by organisations by some or all of the following criteria:

- organisation is registered under their ABN as a non-government organisation.
- the organisation is incorporated.
- in the case of organisations which are co-located with public hospitals, they must clearly demonstrate that they are genuinely managed as a separate organisation from the hospital such as having their own governance, operational structures and/or being incorporated.
- all organisations that are Members of the National Aboriginal Community Controlled Health Organisation (NACCHO) are considered to be “private settings”.

Infrastructure Allowance

The infrastructure allowance is attached to the training site, not the trainee or the supervisor, and will be linked to a specific MVPTP training position. It provides for, or enhances, the training experience delivered by the MVPTP training position and can be used for the resources defined below. Through the reporting process the training setting must advise the RANZCP how it intends to expend/or has expended the infrastructure allowance and must provide confirmation once each infrastructure project has been completed. Detailed expenditure receipts are not required, however the RANZCP must be satisfied that projects are delivered as agreed.

Resources which are included:

- training room outfitting, including purchasing specific training equipment such as stethoscope, thermometers or BP machine for trainees;
- 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 or library resources, or
- 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

Resources which are excluded, i.e., not eligible, for funding support are:

- the use of infrastructure funding to contribute to operational expenses such as trainee salaries 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 Psychiatry training;
- hospital consumables used in the treatment of patients;
- recreational equipment; or
- operational expenditure for initial training post setup, including any costs associated with the process of gaining accreditation for training.

Clinical supervision

The clinical supervision allowance is intended to support the delivery of education and training, it does not represent a direct financial benefit to the supporting hospital provider, and will be linked to a specific MVPTP 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 MVPTP trainees undertaking placements.

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 clinical supervisor. Generally clinical supervision will be provided by a senior practitioner (i.e. a RANZCP 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.

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 MVPTP 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 RANZCP and a greater understanding of veteran and/or military mental health;
- 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; or
- supervisor development training support: Training programs aimed at enhancing supervisors' leadership and management skills.

How PSL is paid:

PSL is paid twice yearly in arrears. MVPTP Participants with eligible posts are requested to report on and submit an invoice which includes PSL funds allocated for the previous rotation as part of the MVPTP Reporting Schedule.

Payment is made to participants pro rata per FTE and is subject to the post being filled for the previous rotation.

Payment is made to the entity incorporating the post that holds a Funding Agreement with the College and is responsible for the training post.

Reporting and payment for Government MVPTP Fundholders.

In accordance the MVPTP Funding Agreement, all government participants reporting PSL funding for a private setting must ensure they are authorised to complete the reporting requirements on behalf of the private setting and upon payment of the MVPTP Invoice by the RANZCP ensure that PSL funding is paid to each private setting.

The decision to accept or reject a claim is in the *absolute discretion* of the RANZCP. Previous acceptance of a similar expense does not guarantee that it will be allowed. If in doubt, please contact the RANZCP.

For more information:

For any enquiries regarding the PSL Allowance, please contact the MVPTP Team at MVPTP@ranzcp.org or call 03 9601 4929.

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Expenses potentially eligible for PSL:

The table below gives examples of eligible expenses

Expense	Comment
Training room outfitting	Minor works to upgrade training room facilities, such as ergonomic desks and chairs.
Training equipment	Training equipment available to and for the sole use of MVPTP Psychiatry trainees.
ITC	<p>Videoconferencing facilities; online educational software, licences to access educational resources, and computers. If the costs are incurred on an organisational basis the costs claimed for these activities must reflect the ratio of MVPTP trainees to all trainees.</p> <p>Equipment may only be claimed every few years in line with their depreciation (for computers a new computer may be claimed every 3 years).</p>
Administrative Expenses	<p>Administrative expenses potentially cover a wide range of activities to support the training experience of a MVPTP trainee. These activities include:</p> <ul style="list-style-type: none"> • Development and provision of a governance structure for registrars, policies on scope of practice, clinical governance activities to ensure department supports and promote good work standards, investigation and management of any concerns that are impacting on the efficient running of the training experience, support to clinical supervisors; • Assist the clinical supervisors in the development and implementation of training activities including rosters, training events, tutorials, clinics, journal clubs, practice cases, access to library resources, videoconferencing • Ensure trainees employment arrangements are established correctly, rosters and allocations are managed effectively, leave and conference leave entitlements are managed, and pay including penalties and overtime is managed. • Development and maintenance of network arrangements for trainee, negotiation of memorandum of understanding between private and public sector, ensure contracts and invoices between private and public sector are managed correctly, ensuring network training activities are maintained and enhanced and development of new network training opportunities. <p>Administrative activities may be undertaken by a number of officers, including the Director of Training, and administrative support staff for clinical supervisors, finance, human resources and other corporate support areas</p>

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Supervisor expenses	Supervisor's salary, wage and/or service provision expenses.
Trainee professional development.	Professional development may be supported through: <ul style="list-style-type: none"> • a professional development allowance provided through the payroll system (usually provided in every pay); and/or • payment or reimbursement for attending educational activities; such as registration fees, flights, accommodation and car hire as well as membership fees for organisations (excluding RANZCP) to access education and professional development.
Supervisor development training	Cost of a Supervisor attending training to develop their skills in training such as teaching skills, and communication / relationship skills.

Expenses ineligible for PSL

The table below gives examples of ineligible expenses.

Expense	Comment
Accreditation	Ensuring college accreditation requirements are met including organising the initial accreditation and reaccredited of positions.
Catering	Catering costs for Trainee meetings, seminars and exam preparations.
Grand Rounds & Clinical Reasoning	Trainee salary cost for attending / participating in these activities.
Internal Training	Training required to be completed by all employees as part of their site induction will not be allowed.
International Travel	International travel and attendance at training courses, meetings and conferences held outside Australia.
Recruitment & Relocation	Cost of recruiting and relocating Supervisors and or trainees.
Major Capital Works	The construction of new facilities or a contribution towards such facilities.
Office consumables	Purchase of office consumables, such as stationery, printer cartridges, telephone line rentals and phone calls.
Building Maintenance	Building maintenance may include painting, recovering floors and general minor capital works that are not directly related to the training of MVPTP trainees.
Hospital Consumables	Hospital consumables used in the treatment of patients.
Training Equipment Consumables & Maintenance	Consumables required for training equipment and ongoing maintenance requirements.
Recreational Equipment	Gym equipment, outdoor recreational equipment and equipment for staff kitchens.
Uniforms and cleaning products	Uniforms / specific clothing required by trainees and any cleaning products.

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Dictaphone and translation services	Cost of purchasing Dictaphones and cost of preparing transcripts.
Provision of clinical rooms and other facilities e.g. administrative, waiting or common areas	Allocation of costs relating to the provision of infrastructure for use in dedicated consulting space and non-consulting room space for use by the trainee within the hospital/main training facility. Proportional payment of mortgage or lease of the building/trainee's consulting room is an operational cost and is not permitted to be claimed under PSL.
"Duplicate Claims"	Expenses claimed under the Rural Loading cannot also be claimed under PSL.