

INTRODUCTION

Medical students undertake placements in General Practices during their medical degrees. The following policy outlines the conditions that must be met for students to be eligible for the reimbursement of some of the costs associated with their General Practice placements.

The University receives funding from the Commonwealth Government to assist Australian Commonwealth Supported Place students in meeting the costs of “rural” placements. Rural placements are classed by the government as those where the student is placed into a practice in the **ASGC_RA 2-5** categories only.

International Fee Paying students may apply for financial assistance for rural GP placement. Funding is provided by the Melbourne Medical School for a limited number of students. International Students should follow the process outlined below.

Domestic Fee paying students and New Zealand Commonwealth Supported Place students are not eligible for reimbursement under this policy.

On allocation of their placement, students will be notified whether their General Practice placement is deemed to be “rural” or not. Only those placements that are classed as rural qualify for assistance in travel costs as outlined in the policy below.

POLICY

Reimbursement requests will only be accepted for students on a rural placement i.e. where the practice that they are allocated to is in the **ASGC_RA 2-5** category. Students can check whether their placement is in a rural area using the following link:

<http://www.doctorconnect.gov.au/internet/otd/Publishing.nsf/Content/locator>

• Accommodation

- » The Rural Clinical School will arrange and pay for accommodation that is suitable for each individual rural placement. It is the student’s responsibility to inform the Rural Clinical School at least one month prior to the start of the placement, should accommodation not be required.
- » Students who do not require their pre-booked accommodation must cancel the booking via the Rural Clinical School at least 30 days prior to the start of the placement. Students who fail to cancel their booking are ineligible to claim any re-imbursement for travel expenses.
- » Students who are unable to supply their own accommodation for self-recruited rural placements must contact the Rural Clinical School, who will arrange and pay for suitable accommodation for the duration of the placement. Contact: Ms Katie Corboy, Rural Clinical; School, P: 5823 4597, E: kcorboy@unimelb.edu.au

• Travel assistance

- » Students will be assisted with financial support for one return trip from Parkville to their rural placement (including self-recruited rural placements). Students using a private motor vehicle will be paid at the rate of 25 cents per kilometre for travel **via the most direct route** to their placement, as measured from Parkville to the town centre in which their placement is taking place. Students using public transport will be reimbursed for the full return fare (capped at \$275) providing original receipts and/or tax invoices are supplied with the reimbursement request. A return trip is capped at 1100kms (550km one way) which is a total of \$275.
- » Students who have their own no-cost accommodation for the duration of the placement within 50km of the placement are eligible to claim for travel where the distance to the placement is between 15 and 50km one way. In such instances the daily claim can range from 30-100km as calculated by the most direct route. Claims can be made at the rate of 25 cents per kilometre.
- » Please note that financial assistance will not be given for any other travel back to Parkville.
- » Students may also be eligible for financial assistance where they are requested by their GP supervisor to attend alternative clinic sites that are greater than 15km from their primary placement.
- » Students must apply for financial assistance within **one week** of completion of their placement using the procedures listed below. Late applications will not be accepted.

- **Tutorial attendance**

- » Rurally placed students will also be eligible for financial support to assist them in attending timetabled General Practice related tutorials where the tutorial is taking place within a reasonably commutable distance (up to 1.5 hours drive from the placement). Mileage can only be claimed for travel to tutorials that exceeds 15km one way and will be paid at the rate of 25c per kilometre of travel via the most direct route.
- » Students with a travel time of greater than 1.5 hours to a tutorial will take part in the tutorial by teleconference/skype or videoconference. Should this be the case then the student will be notified of the requirement by the Rural Clinical School or their tutor, who will arrange the link. The University will pay for the call where the student dials in via a **landline only**.
- » At the discretion of the Rural Clinical School, students may be permitted to travel more than 1.5 hours to tutorials and apply for reimbursement. **PLEASE NOTE:** Travel distances are pre-calculated by the University. All return travel reimbursements are calculated from town of placement to the tutorial location.

- **Internet access**

- » All students qualify for one \$50 mobile device data payment for study purposes.

PROCEDURES AND RESPONSIBILITIES

- All students travelling to a rural location in their own vehicle must have a current driver's licence and be responsible for their car insurance.
- Students seeking financial assistance with their travel are required to provide the following information (where applicable):
 - » F05 Request for Student Supplier Site – Student Supplier No 300002 and
 - » F06 Student Payment Request
 - » GP Rural Placement Claim Form
 - » Public transport ticket/airline ticket – original receipts and/or tax invoice if applicable
 - » NB The required forms are available online on MD Connect™ and copies will be provided at Introductory Day sessions at the beginning of the rotation.
- Completed F05 and F06 forms must be provided by the first day of placement. All other completed forms and associated receipts must be provided to the Rural Clinical School within one week of the completion of the rotation.
- The Rural Clinical School will process all eligible applications as soon as practicable after receipt.

SAFETY

The University takes the risks of driving very seriously. Driver safety information can be found at:

<http://www.tac.vic.gov.au/road-safety/safe-driving/tips-and-tools>

<http://www.roadsafety.vic.gov.au/key-issues/country-road-users.html>

<http://www.roadsafety.vic.gov.au/key-issues/fatigue.html>

<https://safety.unimelb.edu.au/publications/procedure/vehicle/#section-7.1>