

INTRODUCTION

Doctor of Medicine students undertake placements in General Practice during their course. The University receives funding from the Commonwealth Government which can be used to assist domestic students in meeting the costs of rural General Practice placements. The following information outlines the conditions under which eligible students can claim for reimbursement of some specific costs associated with these placements.

Rural placements are classed by the government as those in the ASGC_RA categories 2-5 only.

On allocation of their placement, students will be notified whether their General Practice placement is deemed to be rural or not.

REIMBURSEMENT REQUESTS

Reimbursement requests will only be considered for domestic students (CSP or Australian full-fee) for specific defined costs incurred on a rural placement. Students can check whether a placement is in a rural area using the following link:

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

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.

Accommodation

» The Rural Clinical School will arrange and pay for accommodation that is suitable for each individual rural placement for domestic students.

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 fail to cancel their booking are ineligible to claim any re-imbursment for travel expenses.

» For health and safety reasons, approval may not be given for students to travel more than 50km each way to their practice on a daily basis. Therefore any self-provided accommodation should be within 50km of the practice. Otherwise domestic students may be asked to use the University-provided accommodation as decided by the Rural Clinical School and the Department of General Practice. Any student using self-provided accommodation that is more than 50km from their practice is responsible for seeking approval from the Rural Clinical School well in advance of the rotation start date.

» Eligible 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

» Eligible 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. Reimbursements can be made at the rate of 25 cents per kilometre.

» Please note that financial assistance will not be given for any additional travel back to Parkville.

- » Students may also be eligible for partial travel reimbursement where they are requested by their GP supervisor to attend alternative clinic sites that are greater than 15km from their primary placement.

Tutorial attendance

- » Rurally placed domestic 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/F06 Student Reimbursement Request Form
 - » GP Rural Placement ClaimForm
 - » 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/F06 Student Reimbursement Request Form 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>