

## 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 Australian domestic students (CSP or full-fee) and New Zealand 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. 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 will be notified upon allocation of their placement, if their General Practice Placement is rural.

## REIMBURSEMENT

All CSP students enrolled in the Doctor of Medicine (including those who are New Zealand Citizens and those in Bonded Medical Places) are eligible to claim reimbursements outlined below in this document.

Students must apply for financial reimbursement 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 for the duration of the rural GP Placement for eligible students.

» Students must contact the Rural Clinical School\* within 3 days of receiving their initial placement practice confirmation email to advise the following:

1. The student requires accommodation for the rural placement.
2. The student has arranged private accommodation at their own cost for the rural placement, confirming it is within 50kms travel distance from the practice (one way).
3. The student will require accommodation in Melbourne to attend the compulsory 2 day clinical workshop where there is no available accommodation of their own, or with family or friends.

» 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. Any travel more than 50km from their practice students must seek approval from the Rural Clinical School and the Department of General Practice 3 days of receiving their initial placement practice confirmation email.

\* Rural Clinical School contact: Ms Katie Corboy, P: 5823 4597, E: [kcorboy@unimelb.edu.au](mailto:kcorboy@unimelb.edu.au);

### Travel assistance

The Rural Clinical School will reimburse travel for eligible students in the following instances:

» One return trip between Parkville and rural placement town (including self-recruited rural placements).

Students claiming public transport will be reimbursed for the full return fare providing original receipts and/or tax invoices are supplied with the reimbursement request. Students who have their own no cost accommodation within 50km of the placement town are eligible to claim for travel where the distance is between 15 and 50km one way (daily claim range from 30-100km)\*.

» Daily travel to attend compulsory 2 day clinical workshops within 50km of the placement town are eligible to claim for travel where the distance is between 15 and 50km one way (daily claim range from 30-100km).

\* Kilometres will be reimbursed at the rate of 25 cents per kilometre as calculated by the most direct route.

- » Please note that financial assistance will not be given for any additional travel back to Parkville with the exception of travel to the compulsory 2 day clinical workshop and Easter break.
- » Students may be eligible for travel reimbursement where requested by their GP supervisor to attend alternative clinic sites, greater than 15km from their primary placement.

#### **Internet access**

- » All students automatically qualify for one \$50 mobile device data payment for study purposes. No receipts required.

## **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 own vehicle insurance.

To claim reimbursement, students are required to provide the following information (where applicable) within 7 days from completion of placement.

- » F05/F06 Student Reimbursement Request Form
- » GP Rural Placement Claim Form
- » Public transport ticket, original receipts and/or tax invoice. If tickets have been misplaced, a completed Statutory Declaration will be accepted.
- » The required claim forms are available on MD Connect™ and copies will be provided at Introductory Day sessions at the beginning of the rotation.

The Rural Clinical School will process all eligible applications as soon as practicable.

## **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://safety.unimelb.edu.au/>