# Introduction

The Specialist Training Program (STP) seeks to extend vocational training for specialist registrars into settings outside traditional metropolitan teaching hospitals, including regional, rural, remote and private facilities.  The program aims to improve the quality of the future specialist workforce by providing registrars with exposure to a broader range of healthcare settings.  STP also aims to have a positive influence on future workforce distribution[1].

The Private Infrastructure Clinical Supervision (PICS) allowance recognises the cost of delivering training in the private sector with funding designed to contribute to meeting these costs. Funds are provided to private training settings to assist in the provision of a high-quality training environment for both trainees and supervisors[2].

# History

Until December 2017, the PICS allowance for all STP posts was managed through the Royal Australasian College of Medical Administrators (RACMA).  The PICS allowance at that time comprised two elements.  Clinical supervision support funding was provided annually and every third year some funds were provided for infrastructure support.

Following the Review of the STP, the Commonwealth in 2018 moved the responsibility of managing PICS from RACMA to the Medical Colleges.  Also, the PICS allowance was streamlined by combining its infrastructure and clinical supervision elements into one annual allowance.

Under this revised approach each College was expected to:

- include arrangements for the distribution of PICS in its STP Funding Agreements with each eligible training facility; and
- report to the Department every six months on
    - the distribution of PICS funding through the STP
    - the level of achievement of the STP objectives.

# Objectives

The objectives of the PICS allowance are to:

- increase capacity in the private sector to participate in the Commonwealth's STP
- increase support for clinical supervision for all private sector STP training posts
- improve the infrastructure for training in private sector STP training posts
- deliver better-trained specialists with an education that matches the nature of demand and reflects the way health services are delivered.

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[1] Commonwealth Department of Health, STP Operational Framework, p. 4
[2] Commonwealth Department of Health, STP Operational Framework, p. 4

# Eligibility

Posts funded under the STP in a private healthcare setting are eligible to receive the PICS allowance.

**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 STP, 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.

Private ownership can now 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 ABN, governance, operational structures and or being incorporated.

- All organisations that are a Member of the National Aboriginal Community Controlled Health Organisation (NACCHO) are considered to be private for the purposes of the STP.

Community health organisations owned and funded by state / territory governments and local governments are not considered to be private.

Please note that in regard to Telehealth it has been determined by the Commonwealth Department of Health and Aged Care that these Posts / Facilities are to be recorded at the location at which the Trainee is at and not the patient.

# Funding

The maximum PICS allowance for a STP post is $30,000 (GST exclusive) per FTE per annum, pro rata.

- **Note**: PICS funding allocations in 2018 – 2020 have been set by the Department of Health. No additional funding is available.

- The actual PICS paid to a training setting each year is based on the principle of 'reimbursement of expenditure' up to the maximum allowance.

Some STP posts include rotations to a number of public and private settings. The PICS allowance is based on the aggregate FTE in private settings only.

Funding is conditional on a trainee working and training in a private setting. If a post is not filled to the full FTE originally approved under the STP, only a pro-rata amount of the PICS allowance will be paid.

If a Post is vacant for the whole semester or year no PICS funding is available for the semester / year, even if the training facility has incurred expenditure on, for example, clinical supervision.

The Funding Agreements between the settings and the RACP provide for the recovery of funds if the post is not filled to the FTE level originally approved.

It is acknowledged that the PICS allowance is only a contribution towards the cost of training in private settings.

## Use of PICS Allowance

PICS is intended to support the delivery of education and training and does not represent a direct financial benefit to the training setting.  Also, the PICS allowance is attached to the training site and to specific STP training posts, not to trainees or supervisors.

The training setting may use the PICS allowance flexibly between infrastructure and clinical supervision but **must** ensure that it provides appropriate supervision of its STP trainees in accordance with the accreditation standards set by the RACP.

Investment in facilities must not be to the detriment of the delivery of direct education and training support to STP registrars. Clinical supervision should not be reduced in order to deliver infrastructure if this is going to have a negative impact on resources for direct supervision.

- Should the RACP have concerns in this regard, the RACP may direct the training setting to reduce its expenditure on infrastructure.  The RACP may, but is not required to, consult with the Department of Health and Aged Care before finalising its position on this matter.

PICS funding may be aggregated where settings and networks support multiple STP trainees.

### Networks

Where an eligible training setting has more than one STP training position, the use of the PICS allowance for infrastructure may be aggregated and used across the facility for the benefit of the whole training cohort. For example, a private healthcare facility may provide training in the specialties of cardiology, paediatrics and geriatric medicine. Funding may be provided based on the total FTE supported at the facility under STP and used to provide training resources for the benefit of all STP registrars at that site.

The supervision allowance may be aggregated within training settings and across training networks in the same way as that for infrastructure.

PICS may **not** be diverted to support settings where there are no STP training positions, for example where a private provider operates multiple hospitals.

### Eligible & Ineligible Expenses for PICS

It is important that training settings only seek PICS funding (reimbursement of expenses) for those expenses that are eligible.

Expenses that are eligible for PICS are listed in **Attachment A.**

Ineligible expenses are listed in **Attachment B.**

*Questions regarding eligibility?*
If a Training Setting is considering spending PICS funding on matters that are not clearly covered in Attachments A or B they should seek confirmation from the STP Unit in writing that this expenditure is eligible PICS expenditure before proceeding to incur expenses.

*Questions regarding eligibility of Infrastructure - major activities / project?*
In regard to Infrastructure expenditure on major activities / project above $15,000 for a STP Post or above $30,000 for a network of STP Posts it is highly recommended that the Training Setting contact the RACP STP Manager at STP@racp.edu.au with details of the proposed activities / project before works commence.  At that stage, the Manager will be able to provide written advice about whether the proposal complies with the Guidelines.  If this recommendation is not followed by the training setting it is possible that that the activities / project will be determined as ineligible and no PICS funding provided.

# Reporting requirements

All sites which are eligible to receive the PICS allowance are required to submit a PICS Validation Report in November each year.

1) The Validation Report is submitted via the STP Web Portal. Please note this report is specifically for PICS reporting and is separate from the validation of Semester Progress Reports, which is a different reporting requirement.

## Validation Report: New Validation Process from 2020

- In 2020 the Validation Report process will be streamlined

- The Validation Report for each Post will require Liaison Officers (Primary or Secondary) to complete the following in the Portal:
  - o Attach a completed and signed Financial and Compliance Declaration
  - o Complete the table showing actual expenditure by major category
  - o Complete the Section titled 'How has this funding provided benefit to the STP trainee?'
  - o Tick the box 'terms and conditions'
  - o Submit the report.

- The **Financial and Compliance Declaration** covers each post in the Funding Agreement in respect of which the PICS allowance is paid.
  - o is signed by an officer authorised by the rules governing the organisation.
    - ▪ Subject to the organisation's rules this may be the Chief Executive Officer, Chief Financial Officer, Director etc
  - o a template for the Declaration is included in **Attachment C**.
    - ▪ Simply add STP Post Numbers and Total PICS expenditure for each in the table that is part of the template.
    - ▪ *Note*: The wording of this Declaration is required as included and cannot be changed.

- The **major categories of expenditure** are:
  - o Clinical Supervision (salaries and professional development)
  - o Training: Medical Training Equipment & IT
  - o Administration
  *What is included in each category is shown in Attachment A.*

- Liaison Officers must hold all the **records of expenditure** that support the 'Actual Expenditure' recorded in the Validation Report.
  - o Records of expenditure include for example, invoices, internal expense claim forms, internal generated expense reports and extracts from payroll systems. See **Attachment D** for acceptable supporting documentation.
  - o If the supporting evidence is not available for administrative expenses and / or supervisor expenses a written statement, on the organisation's letterhead, outlining the cost and activity undertaken signed by the CEO, Chief Financial Officer or another senior officer agreed to by the RACP would be acceptable. Note that if the senior officer is also the Supervisor of the Trainee, an additional signature from another senior officer is required. This statement is to be completed and dated prior to submitting the Validation Report.
  - o These records **must** be held as per regulatory requirements (for example, financial audits by the organisation's auditors).

**Audit of Validation Reports**

- Each year the College will select a number of STP posts to conduct an audit of the relevant PICS Validation Report.

  o It is expected that every Funding Agreement that receives PICS funding will be involved in an audit at least once every three years. Those that have multiple Posts may be involved in the audit process every year.

- If a post is selected for an audit the Liaison Officer will be advised by the STP Unit.

  o The Liaison Officer will be required to email the STP Inbox all the relevant invoices and other documents that support the PICS claims for that Post.

    ▪ This must be done within 14 days of being requested.

    ▪ The documents must be collated and aggregated by Major Category of Expenditure. If necessary, a summary table should be provided for those Categories that have a large number of invoices and other supporting documents.

    ▪ Only appropriate and relevant documentation must be attached for each claimed expense.

- If there are problems in meeting the Audit requirements for the specified Post, the RACP may audit additional Posts that year.

  o Also, the Funding Agreement may be involved in audits for one or more Posts in subsequent years.

- If, in the view of RACP in its absolute discretion, the audit does not support any part or all of any claimed PICS expense, the Fund Holder will not be paid the amount of the PICS expense claimed. The view of the RACP of the eligibility of a PICS expense is final and binding.

# Timelines

- PICS Validation Reports are required to be submitted in November each year.

  o The STP Unit will advise Liaison Officers of the actual closing date for submissions each year.

    ▪ The STP Portal will include the closing date from early in the year. Email reminders may be sent closer to the deadline.

# Payments

- PICS payments are made to organisations which have entered into a Funding Agreement with the College. PICS payments will not be made to individual trainees or supervisors.

- The PICS and RSL payments for each Funding Agreement, covering all eligible Posts, will be made in one payment.

  o Fringe Tax Benefit: Advice will need to be sought from the ATO directly since it's assessed on a case-by-case basis. The STP Team cannot provide financial advice.

- For those Funding Agreements not involved in an audit of a Post Validation Report (for RSL and/or PICS) the target is to complete all initial assessments within 2 weeks of submission of a completed Report. Subject to a satisfactory assessment for every Post covered by the Funding Agreement, the payment should occur within another 2 weeks.

- For those Funding Agreements involved in an audit of a Post Validation Report the payment will occur once the audit process has been satisfactorily completed.

  - It is expected the audit process will be completed for all Posts about 2 months after the closing date for the Validation Reports.  However, this timing is dependent on the quick turnaround by Liaison Officers for requests for advice and additional supporting documents.

# For more information

For any enquiries regarding PICS funding, please contact the STP Unit at the RACP on STP@racp.edu.au or (02) 9256 9665.

# ATTACHMENT A

**Eligible Expenses**

All expenses are to be GST exclusive. Expenses to support expenditure are required to be stated as 'GST exclusive'.  Please note that the College will pay GST to the organisation, but this is added onto the payment once it has been approved.

**Clinical Supervision (salaries and professional development)**

Private health settings are able to use the PICS allowance for clinical supervision arrangements where direct or first-hand observation of teaching that involves face to face and other associated interactions between the trainee and the clinical supervisor is implemented. Generally clinical supervision will be provided by a senior practitioner (i.e. a College Fellow and/or a College accredited supervisor who has been nominated for the STP post). The role of the clinical supervisor is
to ensure that trainees are supported to achieve the established goals or tasks contained in the training curriculum and program.

- Payments to the Supervisor
    - Salary or payments on invoices received
- Supervisor Professional Development aimed at improving their training skills
    - Courses must relate directly to improving their skills in training such as teaching, communication and / or relationship skills. Eligible expenses include
        - transport costs (e.g. domestic flights, train, taxi/uber, car hire)
        - accommodation costs
        - other incidental expenses that would be reimbursed under the hospital / training facility policy / guidelines.

**Training: Medical Training Equipment & IT**

- Medical Training Equipment
    - Simulation and other training equipment available to STP trainees
    - Please note
        - Major equipment, such as mannequins, are eligible for a claim once every three years.
        - Claims deemed excessive will be subject to follow-up and may be rejected or amended.
        - New equipment for each trainee rotating through the post is deemed excessive
- Broadband access / IT upgrade
    - Equipment, installation, software, relating to the trainee or training position but not for the entire training site.
- Video conferencing facilities
    - Equipment, installation, software that is directly benefiting the STP Trainee
- Computers
    - Purchases limited to once every 3 years per Post
        - Desktops, Laptops, iPads are considered the same for the purposes of this eligible expense.
        - Claims deemed excessive will be subject to follow-up and may be rejected or amended.
        - A new tablet for each trainee rotating through the post is deemed excessive

- o Annual leasing expenses are acceptable if that is the organisation's approach to the provision of computers to all medical staff.
  - o Licenses to access software and/or educational resources.
    - The cost attributed to the STP Post / Trainee must be on a pro rata basis
- Training room upgrades
  - o Minor upgrades to facilities and fit out, for example
    - Painting the room
    - New ergonomic desks and chairs
    - ITC equipment and installation such as cabling, large wall mounted monitors / TV, microphones
- Clinical Rooms at Outreach Centres
  - o The hiring of clinical rooms for use by the Trainee

**Administration**

- The STP aims to increase the overall training capacity in the health care system beyond the traditional public teaching hospitals, for example by providing specialist training in private hospitals. This expansion of specialist training often needs to be supported by an ongoing range of administrative activities.
- Administration activities may be undertaken by a number of officers, including the Director of Training and administrative staff in medical services, finance, human resources and other corporate activities. Administration activities include,
  - o 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;
  - o 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.
  - o 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.
  - o 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.
- The Department of Health and Aged Care has advised that the cost of administration is to be capped at $6,000 per post (per FTE per annum, pro rata).
- If Liaison Officers wish to discuss this matter, please email STP@racp.edu.au

# ATTACHMENT B

**Ineligible Expenses**

Listed below are activities, equipment etc that are ineligible for support under STP-PICS. The list has been categorised into 5 groups. The categorisation is aimed at assisting Liaison Officers to comply with the PICS requirements. However, all items listed, irrespective of the category, are ineligible for STP-PICS support.

Please note that GST is ineligible. Expenses to support expenditure are required to be stated as 'GST exclusive'. Please note that the College will pay GST to the organisation, but this is added onto the payment once it has been approved.

## Organisation

| Accreditation | Expenses incurred in ensuring RACP accreditation requirements are met, including organising the initial accreditation and reaccreditation of positions. |
|---|---|

## Administration

| Administration Expenses greater than $6,000 per year. | All expenses above $6,000 are ineligible. |
|---|---|

## Clinical Supervision

| Accreditation | Expenses incurred in ensuring clinical and supervisor accreditation requirements are maintained. |
|---|---|
| Recruitment & Relocation | Cost of recruiting and relocating Supervisors. |
| International Travel | International travel and attendance at training courses, meetings and conferences held outside Australia.<br><br>The Commonwealth has specifically excluded international travel and attendance at training courses, meetings, and conferences held outside Australia. |
| Dictaphone and translation services | Cost of purchasing Dictaphones and cost of preparing transcripts. |
| Office consumables | Purchase of office consumables, such as stationery, printer cartridges/toner/ink, telephone line rentals and phone calls. |

**Trainee**

| | |
|---|---|
| Professional Development Allowance | Organisations who provide regular professional development allowance included within their pay. |
| External Training | Trainees who attend external training activities through courses or conferences as part of their professional development. |
| 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, conferences held outside Australia.<br><br>The Commonwealth has specifically excluded international travel and attendance at training courses, meetings, and conferences held outside Australia. |
| Online Courses and Resources | Trainees who participate in online courses or pay for online resources such as medical journals, subscriptions, textbooks, articles etc.. |
| Office consumables | Purchase of office consumables, such as stationery, printer cartridges, telephone line rentals and phone calls. |
| Grand Rounds & Clinical Reasoning | Trainee salary cost for attending / participating in these activities. |
| Hospital Equipment & Consumables | Camera, doctor's bag, Sphygmomanometer (blood pressure) and Pulse Oximeter (heart rate and blood oxygen levels), measuring mats, tendon hammers, tongue depressors, ear specula, urinalysis strips and other items used in treating patients.  Please note that not all items have been listed but this should provide information about the type of items that are ineligible. |
| Uniforms and cleaning products | Uniforms / specific clothing required by trainees and any cleaning products. |
| Dictaphone and translation services | Cost of purchasing Dictaphones and cost of preparing transcripts. |
| Clinical rooms at the hospital / main training facility | Cost of hiring clinical rooms for trainees at the hospital / main training facility. |
| In-Housel Training: Guest Speaker | Guest speaker or trainer that was brought in to speak as part of a staff-wide seminar. |
| RACP Registration | Trainee registration fees |
| RACP Exams | RACP examinations fees. |
| RACP Exam - travel | Cost of travel, accommodation and other related expenses for RACP exams. |
| Publication Fees | Cost of publishing article(s) in journals etc |

| | |
|---|---|
| Medical equipment | Medical equipment considered to be: <br> • personal such as Stethoscopes <br> • facility / hospital equipment such as Sphygmomanometer (blood pressure) and Oximeter (heart rate and blood oxygen levels). |
| Computers | Computer on wheels (COW) are considered to be an operating cost not specific to training. <br><br> Purchases of Desktops, Laptops, iPads are considered to be in the same 'computer' equipment category and there is a limit of one purchase every 3 years. |
| Locum costs | Costs of covering the trainee's position whilst they are travelling or attending courses etc. |

**Infrastructure**

| | |
|---|---|
| Building Maintenance | Building maintenance may include painting, recovering floors and general minor capital works that are **not** directly related to the training room which is used by the STP trainees. |
| Recreational Equipment | Gym and outdoor recreational equipment and equipment for staff kitchens. |
| Telehealth Services and Network | Telehealth services and Network development, implementation and ongoing support costs. |
| Major Capital Works | The construction of new facilities or a contribution towards such facilities. |

**Other**

| | |
|---|---|
| Occupancy expense | Overhead costs generally calculated on a per person basis by the organisation's budget or finance area. |
| "Duplicate Claims" | Expenses claimed under the RSL cannot also be claimed under PICS. |

## ATTACHMENT C

**'ORGANISATION LETTERHEAD'**

Dear RACP – STP Manager

**Financial and Compliance Declaration: Rural Support Loading (RSL) & Private Infrastructure and Clinical Supervision (PICS)**

**Funding Agreement: (insert FA number e.g. FA-NSW-99**

I, <insert officers full name>, and <Title e.g. Chief Executive Officer> from <insert organisations name> declare that;

1.  The RSL and/or PICS Validation Report submitted for our organisation is an accurate statement of actual expenditure for RSL and/or PICS STP funds for the current year.

    A summary of that expenditure is shown in the table below.

| STP Post Number | RSL $ | PICS $ |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** | **$** | **$** |

2.  I am authorised by the rules governing our organisation to sign this declaration

3.  The total expenditure for RSL and/or PICS specified in the Validation Report was spent in accordance with the STP Funding Agreement (FA) and the RACP RSL and/or PICS Guidelines.

4.  I understand that RACP may conduct an audit of our RSL and/or PICS expenditure, from time to time, for a post(s) supported under the FA and that this organisation is required to keep records of all documentary evidence for RSL and/or PICS expenditure (including receipts and invoices as per regulatory requirements).

5.  I understand that if selected for an audit our organisation must provide RACP with a copy of all relevant documentary evidence of RSL/PICS expenditure within 14 days of receiving a request to do so.

I note that the STP Liaison Officer for this organisation will complete, by the due date, the online requirements for the Validation Report, including a breakdown of RSL and PICS expenditure by category.


Yours sincerely


Chief Financial Officer / Chief Executive Officer / Director

Date: __ / __ /20xx

# ATTACHMENT D

## Supporting Documentation - PICS

### Introduction

In recent years a wide range of documentation has been provided to support expenses claimed under PICS. Many of the documents provided in the past have not enabled the College to determine that the funds have been spent in accordance with the Guidelines. This situation required the College to follow up with Liaison Officers to provide further documentation and explanations. Thereby increasing the administrative workload of all involved and delaying payments to the organisation.

The information below is aimed at providing guidance to Liaison Officers on what is acceptable supporting documentation for all expenses under PICS.

*Financial and Compliance Declaration*
It is noted that under the new approach to validating PICS expenses the Chief Executive Officer (or an officer authorised to do so) has signed a Financial and Compliance Declaration confirming the expenditure for PICS specified in the Validation Report was spent in accordance with the STP Funding Agreement (FA) and the RACP PICS Guidelines. The Declaration covers all Posts in the Funding Agreement.

The Declaration further states that the RACP may conduct an audit of PICS expenditure, from time to time, for a post(s) supported under the FA and that the organisation is required to keep records of all documentary evidence for RSL expenditure (including receipts and invoices as per regulatory requirements).

*GST Exclusive – Amount to be included in the Portal*
Expenses to support expenditure are required to be stated as 'GST exclusive'. Please note that the College will pay GST to the organisation, but this is added onto the payment once it has been approved.

*Foreign Currency*
Some goods and services, such as journals, are purchased in foreign currency. These purchases need to be converted and shown in Australian dollars. Bank statements usually show both the foreign currency as well as the Australian dollar equivalent, including any transaction fees. If this type of supporting document is not available then a statement showing the foreign/Australian dollar exchange rate, including date and source of the rate, needs to be provided. The exchange rate used must be for the day the payment was made.

## Supporting Document - Is it acceptable? Overarching Test

In considering whether a supporting document is acceptable there is one overarching question that you must ask:

- Would a financial auditor accept the document as evidence that the funds have been spent or the organisation has entered into a commitment to pay that amount?

**Quotes**

Quotes are **not** acceptable supporting documents.

**Summary Document**

If there are a large number of documents supporting expenses under a major category it can be useful for the Liaison Officer to create a covering spreadsheet showing a list of expenses and other relevant information.

These should be formatted so the reader can easily comprehend the spreadsheet and locate / identify the relevant supporting document as well as show total expenditure.

This document does not replace the need to provide supporting documents for each expense.

**Used by STP and other Trainees?**

For many goods and services purchased with PICS funds both STP and other trainees use them. In these instances, the Liaison Officer should apportion the expense between STP and other trainees. This may be done on a ratio basis or another methodology. The Liaison Officer must outline the methodology used as well as the actual STP expense calculation.

**Invoices**

Invoices are readily available for many purchases of goods and services and usually show all the information required.

It is expected that invoices will usually be used to support purchases of all equipment, including information technology as well as installation. Also, the purchase of training resources, both online and hard copy, will be completed with invoices.

Invoices showing the following information are acceptable supporting documentation.

- Brief Description of good / service acquired
- Amount paid (GST Exclusive)
- Payment confirmation
- Name of recipient entity / organisation


**Other Documentation**

Where invoices are not readily available the following documentation is acceptable. However, for these documents it is important that Liaison Officers check that relevant information is included and easily identified. Additional information or explanation may be sought during the audit process.

Travel for work or training purposes usually incur expenses for air travel, accommodation, car hire, course / conference registration fees. Please note that during the audit process the assessment will include cross referencing dates for these expenses.

*Air travel bookings*
For this type of expense, the supporting documents may be a booking document, but it must show:
- Passenger's name
- Departure & destination airports
- Dates of travel
- Cost of travel

*Accommodation bookings – short term.*
Accommodation for work & training are usually for short periods. For this type of accommodation, the supporting documents may be a booking document, but it must show:
- Name of Trainee
- Location of hotel / accommodation
- Dates / nights of accommodation

- Cost of accommodation

*Car hire*

For this type of expense, the supporting documents may be a booking document, but it must show:

- Passenger's name
- Booking period dates
- Cost

*Travel for work or training purposes - incidental expenses*.

Supporting documents for incidental expenses may be:

- reimbursement claim form approved by the manager/supervisor.
- the receipt for the expense but annotated by the supervisor / manager agreeing to it being reimbursed.

*Training course / conference registration fees*

Training registration fees supporting document(s) should show:

- Name of attendee
- Course, conference, etc
- Date(s)
- Cost

If it is necessary that the attendee must also be a member of the training organisation, details of those *membership fees* must also be provided. (Note: RACP membership fees are an ineligible expense.)


*Spreadsheets*

Spreadsheets are acceptable supporting documents subject to the following requirements:

- downloaded from the organisation's finance or human resources systems
- easily understood
- expenses easily identified

Downloaded documents must be annotated or a title inserted to state that it has been downloaded from a specific source.

Many downloaded spreadsheets are difficult to understand.  It may be useful to create a new tab that extracts data from the spreadsheet thereby making it easier to understand and track expenses back to the source. Colour coding often assists in this process as well as text describing the process of aggregating and allocation.  The inclusion of formulas for individual cells showing the calculation may be helpful. The final expense (and categories) should be clearly stated.

### *Clinical Supervisor*

Supporting documents for Clinical Supervisor expenses can be extracts from the payroll system or invoices from the supervisor to the organisation.

Please note that the College does not need to obtain any private information about the supervisor, but we do need to have their name. This will enable us to verify that the Portal is up to date and check accreditation status has been updated / maintained. Expense information only needs to be provided up to the amount being claimed in the Validation report and that it falls within the training period.

If the supporting evidence is not available for Clinical Supervisor expenses, a written statement, on the organisation's letterhead, outlining the cost and activity undertaken. The statement must clearly state the STP Post number(s) and the Supervision cost attributed to each Post. The statement must be signed by the CEO, Chief Financial Officer or another senior officer agreed to by the RACP would be acceptable.


### *Administration*

Extracts from payroll system for staff that undertake these functions. Also, estimated hours per pay period spent on this activity (and average hourly cost).

If the supporting evidence is not available for administrative expenses, a written statement, on the organisation's letterhead, outlining the cost and activity undertaken. The statement must clearly state the STP Post number(s) and the administration cost attributed to each Post. The statement must be signed by the CEO, Chief Financial Officer or another senior officer agreed to by the RACP would be acceptable.

This statement must be signed and dated at the time of submitting the Validation Report.