



## Specialist Training Program Supervisor Fact Sheet

The following information is intended for supervisors of Specialist Training Program (STP) funded training posts. It provides general information about STP and information which is useful to STP supervisors.

### What is STP?

The STP is a Commonwealth initiative providing an annual trainee salary contribution of \$100,000 for training posts in expanded settings outside traditional public teaching hospitals.

STP also provides:

- Rural Support Loading (RSL) of up to \$20,000 for trainee expenses in regional, rural and remote settings
- Private Infrastructure and Clinical Supervision (PICS) allowance, which is currently administered by the Royal Australasian College of Medical Administrators.

### What can I use the STP funding for?

STP funding can only be used as a salary contribution for RACP trainees (including Specialist International Medical Graduates (SIMG) rotating through the post. Funding is paid to the employer of the trainee (in some cases this will be a public teaching hospital, while the trainee rotates to the expanded setting).

The STP cannot be used for:

- post-Fellowship training
- general practice training
- direct costs associated with accreditation of training posts
- overseas trainees employed by hospitals in other countries seeking a rotation through expanded settings within Australia
- training posts which are not considered to be new posts.

### Accreditation

As most training facilities vary their training locations to encompass a broad spectrum of experiences, all STP settings and rotational facilities must be accredited by the RACP before trainees can be placed there. Changes in training locations should be reported to the STP Unit as they may affect a number of aspects of STP administration, including eligibility for RSL payments, eligibility for PICS payments (administered by the Royal Australasian College of Medical Administrators), site accreditation and in some cases, eligibility to participate in the STP.

The path to accreditation is dependent on the STP post specialty. For more information, contact the RACP's Site Accreditation Unit or your Faculty.



## Roles and responsibilities of the STP Supervisor

STP Supervisors have several key responsibilities as follows:

- Ensure reporting requirements outlined in the funding agreement are met by submitting accurately completed progress reports for each academic semester by the deadlines set out in the Funding and Administration Agreement (FAA) (this should include all relevant information for each STP Post).
- Ensure STP funding is expended as per requirements set out by the Department of Health in the STP Operational Framework and the RACP RSL Guidelines.
- Ensure all communications sent by RACP are noted as these may contain information about important upcoming changes to the management of the STP by the College.
- Notify RACP of changes to rotational facilities immediately as this may affect RSL and PICS payments.
- Notify RACP when there is a change of Supervisor due to extended leave or when the current supervisor leaves the organisation.

## Recruitment and vacancy

### What happens if I can't recruit a Trainee?

STP training positions that report a vacancy for six months will receive an email with a request to notify RACP STP if a trainee has been recruited for the training position in the next period/semester. If the training position is not filled in the next period/semester, funding for the vacant training position will be discontinued.

### Can I recruit a Basic Trainee instead of an Advanced Trainee?

A Basic Trainee can be recruited if funding is for that level of training position (refer to Schedule A in the FAA) as outlined in the original application.

If the STP funded position is for Advanced Training only and there are difficulties recruiting an Advanced Trainee, the post must be reported as vacant in the next Progress Report. Permission from the STP Advisory Group must be sought prior to placement of a Basic Trainee in an Advanced Training position where recruitment of an Advanced Trainee has been difficult.

### My trainee is going on maternity/personal leave – do I need to recruit a replacement?

Yes, the STP does not fund maternity or other long-term leave. The Department advises that STP posts that will be unfilled for more than six months in these circumstances should have another trainee recruited to the position.



## Access to the RACP Training Portal

Supervisors have access to the RACP training portal via the members section of the RACP website.

<https://www.racp.edu.au/fellows/supervision/supervisor-training-portals>

The screenshot shows the RACP website interface. At the top, there is a navigation bar with links for HOME, ABOUT, NEWS AND EVENTS, POLICY AND ADVOCACY, RESEARCH, and CONTACT US. Below this is a dark blue header with the RACP logo and navigation options: 'Become a Physician', 'Trainees', and 'Fellows'. A search bar and 'LOG IN' button are also present. The main content area features a large image of two women looking at a screen. A left-hand sidebar menu is open, showing 'Fellows' with sub-options: 'Becoming a Fellow', 'Continuing Professional Development', 'Supporting Physicians' Professionalism and Performance (SPPP)', 'Supervision' (expanded), 'Supervisor roles', 'Becoming a supervisor', 'Supervisor professional development program', and 'Supervisor Access to Training Portals'. The main content area is titled 'Supervisor Access to Training Portals' and contains five blue buttons with icons: 'Basic training portal', 'Advanced training portal', 'AFOEM training portal', 'AFPHM training portal', and 'AFRM training portal'. A breadcrumb trail at the top of the content area reads: 'Home > Fellows > Supervision > Supervisor Access to Training Portals'.

## Supervisor support

Supervision is fundamental to training at the RACP. The RACP has created a Supervision Support Strategy to improve education and support for supervisors. The strategy aims to:

- provide a structured and accessible training program for supervisors to support them in their various roles and responsibilities
- develop a supervisor policy which defines the values that underpin educational supervision at the RACP
- develop a way to attract and recruit more supervisors
- develop a rewards and recognition policy to support, further encourage and engage supervisors
- conduct research on areas related to supervision and evaluate the outcomes of the Supervisor Support Strategy.



As part of the Supervision Support Strategy, the RACP developed the Supervisor Professional Development Program (SPDP) and supervisor workshops to support supervisors. These workshops provide the training and support supervisors need to supervise both Basic and Advanced Trainees.

The SPDP workshops were developed as part of the support projects using funding from the Department of Health.

### STP evaluation

The STP evaluates the program by conducting a supervisor survey every two years. Supervisors are surveyed in order to understand their views on various aspects of the training program including perceived challenges, barriers and the level of support needed to perform their role effectively. A report is prepared and published on the RACP website.

### Medicare rebates

During training, Advanced Trainees may provide some services which attract Medicare rebates. To do this, trainees need to apply for a Medicare provider number and then submit a 'Verification of Approved Training Placement – Specialist Trainees' form to the RACP's Advanced Training Unit at [advanced.training@racp.edu.au](mailto:advanced.training@racp.edu.au)

### Changes to the administration of STP 2017

RACP has communicated information about changes to the administration of the STP from 2017 onwards and these include;

- the introduction of recipient created tax invoices in semester two of 2017
- RSL reporting and payments incorporated into progress reports (RSL payments will be made in two instalments)
- Electronic reporting on the STP online web portal for progress reports due to commence semester 2 2017

### Contacting STP

For more information on the STP, please see the [STP Operational Framework](#) on the Department of Health website or contact the STP unit at [stp@racp.edu.au](mailto:stp@racp.edu.au) or phone +61 2 9256 9665.