

General Practice Education and Training

Guidelines for Invoicing Procedures for Aboriginal and Torres Strait Islander Health Training Posts

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Australian General Practice Training



An Australian Government Initiative

Guidelines for Invoicing Procedures for Aboriginal and Torres Strait Islander Health Training Posts

These guidelines set out the administrative procedure for Aboriginal and Torres Strait Islander health training posts claiming reimbursement for salary of those registrars undertaking a training term in these posts. The funds for these posts, are provided to General Practice Education and Training (GPET) by the Department of Health and Ageing (DoHA) from the Registrar Training Pool.

An accredited Aboriginal or Torres Strait Islander Health training post must be one of the following:

- a) A post where the Registrar is working in an Aboriginal Medical Service (AMS);
- b) An Advanced Rural Skills post in Aboriginal Health*;
- c) A Northern Territory Remote Registrar placement (see Defined Terms);
- d) A Torres Strait Island health service; and
- e) Those mainstream general practices which have met GPET's criteria and been approved by DoHA (see Defined Terms, Category E).

*Reimbursement funded for the component of the training undertaken in an IHT facility only. That component undertaken in a hospital will not be eligible for reimbursement under these guidelines.

The funding available for GP Registrars in accredited Aboriginal and Torres Strait Islander Health Training posts is as follows:

1. **GP Registrar salaries** may be claimed from the Medicare GP Registrar Training Pool. This covers:

- Gross salary (including overtime payments) for the normal 26 or 52 week term and includes the taking of paid leave within that period
- On costs of superannuation levy and workers compensation only.

Claims for this salary reimbursement should be made directly to General Practice Education & Training Ltd (GPET):

Gaye Doolan at gaye.doolan@gpet.com.au or GPO Box 2914 CANBERRA ACT 2601

Claims for salary should be made on a monthly basis where possible.

Claims not made within an appropriate timeframe **could result** in non payment of these claims.

AND

2. **Practice Subsidies and Teaching Allowances** may also be paid to the Aboriginal or Torres Strait Islander Health Training post and GP Supervisors respectively for GP Registrars undertaking Basic, Advanced GP terms and Advanced Rural Skills posts. These payments can be made for Registrars that are receiving salary reimbursement from the Medicare GP Registrar Training Pool. These payments should be claimed directly from the regional training provider. Other GP Registrar payments e.g. accommodation or travel allowances are also paid by the regional training provider

AND

3. GP Registrars being paid a salary from the Medicare GP Registrar Training Pool may also access **Medicare billing** through a provider number, provided that funds generated from such billing is paid directly to the Aboriginal or Torres Strait Islander Health Training post.

Defined Terms

- AMS** An Aboriginal Medical Service (AMS) is a primary health care service initiated and operated by the local Aboriginal community to deliver holistic, comprehensive, and culturally appropriate health care to the community which controls it (through a locally elected Board of Management)
- ATSIHTRG** GPET's Aboriginal and Torres Strait Islander Health Training Reference Group was established to:
1. Provide advice on GP education and training policy as it relates to Aboriginal and Torres Strait Islander health (e.g. evaluation of training, selection of GP registrars, equity of access to training, accreditation implementation, etc)
 2. Provide advice on GP educationally integrated vocational training delivery through regional training providers as it relates to Aboriginal and Torres Strait Islander health (e.g. cross cultural training for all GP practices, etc)
 3. Provide advice on best practice in Aboriginal and Torres Strait Islander health training (e.g. mentoring, resource development and use, horizontal integration across disciplines)
 4. Provide advice on GPET national support functions as they relate to Aboriginal and Torres Strait Islander health (e.g. National General Practice Education Convention, Cultural Mentors group)
 5. Oversee the monitoring of GP vocational training in Aboriginal and Torres Strait Islander health
- Category E** The criteria related to Category E were developed by GPET's Aboriginal and Torres Strait Islander Health Training Reference Group. They were endorsed by the GPET Board as an appropriate assessment tool for general practices seeking classification as Aboriginal health training posts for the purpose of attracting funding from the Registrar Training Pool. Each application should be assessed on its individual merits based on the criteria which are:
- 1) That the mainstream general practice have Aboriginal staff (eg doctor, nurse, health worker etc), to provide support and education related to cultural aspects that affect the health of Aboriginal people..
 - 2) That the mainstream general practice has strong links with the Aboriginal community, for example involvement in capacity building in the community.
 - 3) That the mainstream general practice has active partnerships with the local Aboriginal community controlled organisation to facilitate training based on community controlled philosophy.
 - 4) That the mainstream general practice has the infrastructure to support a GP registrar.
 - 5) That the mainstream general practice see a significant number of Aboriginal patients (between 4,000-5,000 Aboriginal consultations per year.)

- 6) That the mainstream general practice's application for accreditation as an Aboriginal health training post has been endorsed by the relevant NACCHO state affiliate.

IHT	For the purposes of these guidelines Indigenous health training post is basically all those training posts categorised in 1 (a) to (e). IHT training posts are verified through GPET's Integrated Registrar Information System (IRIS) for verification of accreditation and if necessary with the relevant RTP and State Affiliate of NACCHO.
NACCHO	The National Aboriginal Community Controlled Health Organisation (NACCHO) is the national peak Aboriginal health body representing Aboriginal Community Controlled Health Services throughout Australia.
Northern Territory Remote Registrar Placement	A Northern Territory Remote Registrar Placement (Category C) is an initiative to increase general practitioners in rural and remote Australia. Under this initiative NTGPE places registrars into remote Aboriginal communities to work under the supervision of the resident general practitioner.
RTP	Regional training providers
Registrar Training Pool	These funds come from the Medicare billing appropriate in the DoHA where registrar billing is drawn from.

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