

## Clinical Training Grants for Postgraduate Year One and Two Medical Officers

**Document Number** PD2005\_259

**Publication date** 27-Jan-2005

**Functional Sub group** Personnel/Workforce - Learning and Development

**Summary** Specifies the funding and reporting requirements for clinical training grants for post graduate year one and two medical officers.

**Author Branch** Workforce Development and Innovation

**Branch contact** 9391 9798

**Applies to** Area Health Services/Chief Executive Governed Statutory Health Corporation, Board Governed Statutory Health Corporations, Affiliated Health Organisations - Non Declared, Affiliated Health Organisations - Declared, NSW Ambulance Service, NSW Dept of Health, Public Hospitals

**Distributed to** Public Health System, NSW Ambulance Service, NSW Department of Health, Public Hospitals

**Review date** 28-Feb-2011

**Policy Manual** Not applicable

**File No.** 01/33-2

**Previous reference** 2002/89

**Issue date** 08-Oct-2002

**Status** Active

### Director-General

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

**CIRCULAR**

<b>File No</b>	01/33-2
<b>Circular No</b>	2002/89
<b>Issued</b>	8 October 2002
<b>Contact</b>	Medical Education Training & Workforce Unit (02) 9391 9363

**Clinical Training Grants for  
Postgraduate Year One and Two Medical Officers**

This Circular replaces Circular 99/97. The purpose of the Circular is to advise Area Health Services, public hospitals receiving Clinical Training Grants and Directors of Clinical Services of changes in funding and reporting arrangements for clinical training grants for postgraduate year one and two medical officers. The following changes become effective with the issuing of this Circular.

1. NSW Health Department provides identified funding on an annual basis for the education, training and supervision of Postgraduate Year 1 and 2 Medical Officers within the primary allocation and secondment networks in NSW.
2. The Postgraduate Medical Council of NSW is responsible for overseeing the distribution of grants to the Directors of Clinical Training in eligible network hospitals.
3. Clinical grant funding is a subsidy only and it is expected that hospitals with Postgraduate Year 1 and 2 doctors will contribute funding (direct and in kind) to support Directors of Clinical Training in the education of and advocacy for junior doctors at their hospital.
4. The distribution of clinical grants is based on the following principles:
  - The funding formula will fit the budget
  - Each eligible hospital will receive a minimum amount for fixed costs
  - There will be no differentiation between rural and metropolitan hospitals for the purposes of funding
  - Primary allocation centres will receive a minimum loading
  - A weighted formula will be based on number of postgraduate year 1 and 2 doctors per hospital in the following groupings:
    - Five or less
    - Six to fifteen
    - Sixteen to twenty five
    - Twenty-six to thirty
    - More than thirty

Distributed in accordance with circular list(s):

<b>A</b> 88	<b>B</b>	<b>C</b> 73	<b>D</b>	<b>E</b>	73 Miller Street North Sydney NSW 2060
<b>F</b>	<b>G</b>	<b>H</b> 56	<b>I</b>	<b>J</b> 40	Locked Mail Bag 961 North Sydney NSW 2059
<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>	<b>P</b>	Telephone (02) 9391 9000 Facsimile (02) 9391 9101

In accordance with the provisions incorporated in the Accounts and Audit Determination, the Board of Directors, Chief Executive Officers and their equivalents, within a public health organisation, shall be held responsible for ensuring the observance of Departmental policy (including circulars and procedure manuals) as issued by the Minister and the Director-General of the Department of Health.

5. Grants are to be used predominantly to enable Directors of Clinical Training to promote education and supervision of JMOs within their hospital, rather than salary supplementation. This may include (but is not limited to): conducting educational activities; establishing or improving educational resources and activities; and establishing or improving educational resources for clinical teachers.
6. Funding may also be used to support the DCT in co-ordinating these activities. This may include (but is not limited to) secretarial support for the DCT. The funding must not be used for general secretarial or administrative support, or for duties normally provided or undertaken by Medical Administration.
7. It is expected that Area Health Services will contribute to a salary loading or backfilling for the Director of Clinical Training commensurate with the average number of hours that it takes to perform the role.
8. The Clinical Training Grant will be paid annually at or near the beginning of the clinical year. The monies allocated by the Postgraduate Medical Council of NSW will be paid to the Director of Clinical Training's Area Health Service or Hospital.
9. The Area or Hospital finance department will hold the funds in a general fund reserve account entitled "Director of Clinical Training Grants". A specified cost centre is to be established that limits use of the funds to cover the expenses specified by the Director of Clinical Training. The Director of Clinical Training will be appointed cost centre manager.
10. Approval and payment of expenditure is to be consistent with the Area/Hospital's finance department policy and procedure. Area Health Services or hospitals will ensure delegations include provision for Directors of Clinical Training to expend clinical grant funding.
11. Where there is a dispute between the Director of Clinical Training and hospital administration in relation to the expenditure of the grant, the matter should be referred to the Area Health Service and to the Executive of the Postgraduate Medical Council.
12. The Director of Clinical Training will provide Council with an annual Expenditure Report based on the previous financial year by the end of September. The manager of the finance department of the Area/hospital is required to sign the completed Report. The Report must include a copy of the cost centre summary reports.
13. The Postgraduate Medical Council is to report on Clinical Grant expenditure to NSW Health by December of the same year.
14. The Area Health Service/hospital must carry forward unexpended funds from year to year.
15. Directors of Clinical Training are to provide expenditure proposals to the Area Health Service/hospital and Council if funds are to be rolled over for more than one financial year. Failure to provide this proposal may result in suspension of funding.

For detail on clinical grants allocation and reporting, please contact:

Executive Officer  
Postgraduate Medical Council of NSW  
Phone: 02 8877 0111  
Fax: 02 9816 0250  
Email: [pmc@doh.health.nsw.gov.au](mailto:pmc@doh.health.nsw.gov.au)

Robyn Kruk  
**Director-General**