Practice Incentives Program Teaching Payment Guidelines

## Effective 1 August 2024

Payment to encourage general practices to provide teaching sessions to undergraduate and graduate medical students preparing to enter the Australian medical profession.

## About the Teaching Payment

Quality teaching is important to make sure future general practitioners (GPs) are both of the following:

* appropriately trained
* have experience working in a general practice.

The Teaching Payment compensates eligible practices for the reduced number of consultations due to a student's presence.

GPs are expected to have normal consultations when the student is present.

## Eligible teaching sessions

To get the Teaching Payment, practices must meet the following requirements:

* be approved for the Practice Incentives Program (PIP)
* meet the general eligibility requirements for PIP
* provide eligible teaching sessions.

If a practice is closing or withdrawing from the PIP, they don’t need to meet the requirements for the quarter, only when the sessions took place.

An eligible teaching session must satisfy all the following criteria, it must be:

* provided to a student enrolled at an Australian university who’s completing an undergraduate or graduate medical course accredited by the Australian Medical Council
* provided to a student enrolled in a course at an Australian-based campus, aimed at preparing the student for the Australian medical profession
* part of the student’s core curriculum
* given by a GP registered in PIP at the main or additional practice branch location when the teaching sessions took place
* given by a GP responsible for the session, including sessions outside the practice, such as home visits and consultations in hospitals or residential aged care homes
* a minimum of 3 hours in length.

Teaching sessions are not payable:

* for registrars and junior doctors, nursing, allied health or pharmacy students
* if the supervising GP is paid for teaching activities through other Australian Government funded teaching programs, such as the John Flynn Prevocational Doctor Program
* if the practice has closed or withdrawn from the PIP Program when the teaching session was provided.

Practices may still be eligible for the payment if they get payments or support from third parties funded by the government. We’ll consider these on a case-by-case basis.

Practices are eligible for the payment even if they're getting teaching payments from a state or territory government.

## Payments and requirements

Practices will get $200 for each 3 hour teaching session. You can claim a maximum of 2 sessions per GP daily.

Practices can only claim $200 for each session, regardless of how many students are in a teaching session.

A rural loading will be added to your payment if your practice is in a rural or remote area. The loading varies based on the remoteness of your practice.

## Applying

You don’t have to apply for this payment if your practice is already approved for the PIP.

If your practice isn’t registered for the PIP:

* read the PIP guidelines to see if your practice is eligible, and
* find out how to apply.

## Claiming

Practices can submit teaching payment claims using:

* The PIP Online system is available through [Health Professional Online Services](https://www.servicesaustralia.gov.au/hpos?context=20) (HPOS)
* the [Teaching Payment claim form](https://www.servicesaustralia.gov.au/ip006) (IP006).

## University certification

The university must complete and sign the university certification section of the Teaching Payment claim form before the student attends the teaching session at the practice.

After the teaching session:

* the student and the GP must sign the student attendance section of the claim form
* the practice must send a copy of the completed claim form to the university for their records.

## Practice Details

We make payments each quarter after the teaching claims have been submitted and processed.

We can’t process incorrect or incomplete claim forms.

The form must have:

* details of the university, including the university name and full name and signature of a university staff member, completed before the student starts the placement
* the student’s name, student ID number, the date of the session, the number of sessions and the signature of the student
* the signature of the GP who supervised the teaching session
* details of the practice providing the teaching sessions, signed by the practice’s owner or authorised contact person after the teaching sessions have taken place.

Claim forms must be received by the cut-off date in the table below to get a payment in the next payment quarter.

Practices must retain a copy of the teaching payment claims, including those submitted through HPOS, for 6 years.

###### Payment and cut-off dates for submitting claim forms

| **Form submitted by** | **Payment made** |
| --- | --- |
| 24 January | February |
| 23 April | May |
| 24 July | August |
| 24 October | November |

## Organising student placements

We don’t arrange student placements. Practices should contact their nearest university medical school for information about hosting medical students.

## Obligations

Practices need to:

* keep documentary evidence of the teaching sessions provided to medical students
* give information to the Department of Health and Aged Care (Health) for the ongoing audit process to verify that the practice has met eligibility requirements
* make sure information given to us is correct
* tell us in writing of any changes to practice arrangements at least 7 days before the relevant point in time date
* nominate an authorised contact person who can confirm, on the practice’s behalf, any changes for PIP claims and payments.

## Privacy and consent

## You can read the [PIP Guidelines](https://www.servicesaustralia.gov.au/practice-incentives-program-eligibility?context=20).

## Rights of review

The PIP has a review of decision process for program decisions.

To ask for a review of a decision, the authorised contact person or owners of the practice must complete the [Practice Incentives Review of decision form](https://www.servicesaustralia.gov.au/ip027) (IP027). Send this to us within 28 days of getting the decision you’d like reviewed.

We’ll review the decision and let you know the outcome in writing.

## Practice Incentives Program audits

Health conducts audits of PIP practices each year to ensure practices are meeting the requirements outlined in these guidelines. This may include a review of practice documentation. If requested, practices must provide evidence to support their eligibility and claims for payments.

For the purpose of Health’s audits, practices must retain practice documentation for 6 years. Payments may be recovered if a practice is unable to provide evidence to verify that it meets the eligibility requirements or substantiate claims.

## For more information

**Online**: **servicesaustralia.gov.au/pip**

**Email**: pip@servicesaustralia..gov.au

**Call**: **1800 222 032** (call charges may apply).

## Disclaimer

These guidelines are for information purposes and provide the basis upon which PIP payments are made. While it is intended that the government will make payments as set out in these guidelines, the making of payments is at its sole discretion. The government may alter arrangements for the PIP at any time and without notice. The government does not accept any legal liability or responsibility for any injury, loss or damage incurred by the use of, reliance on, or interpretation of the information provided in these guidelines.