

<p style="text-align: center;">PMCWA HEALTH SERVICE GRANTS Policy and Guidelines for Distribution, Expenditure and Reporting</p>
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1. INTRODUCTION:

The PMCWA Health Service Grants are to provide support for the training, education and supervision of pre-vocational doctors (postgraduate year 1 and 2). They are designed to provide an annual subsidy to health services that accommodate pre-vocational doctors.

The PMCWA Hospital Grants are to assist health services in achieving the aims of the PMCWA as stated in *Strategic Directions*.

2. DISTRIBUTION:

The distribution of the hospital grants will be based on the following principles:

- The Grants will be used to support the aims and objectives of the PMCWA as outlined above and as stated in the “ Strategic Directions “.
- The Grants are a subsidy only and it is expected that health services with pre-vocational doctors will contribute additional funding.
- All decisions will be fair and equitable, and without reference to health service of origin.
- All decision-making processes will be transparent and open.

The funding formula for distribution will be based on the following:

- The funds available will be identified annually and fit the budget as agreed by the PMCWA (within the budget provided by the Department of Health);
- Each health service with pre-vocational doctors will receive a fixed amount for pre-vocational education and training;
- There will be no differentiation between rural and metropolitan hospitals for the purpose of allocation of funds;
- Primary Allocation Centres will receive a specific loading;
- A weighted formula will apply based on the number of pre-vocational doctor positions (postgraduate years 1 and 2) per health service in the following grouping:
 - Less than five
 - Six to ten
 - Eleven to fifteen
 - Sixteen to twenty
 - Twenty-one to twenty-five
 - Twenty-six to thirty
 - Thirty-one to forty
 - Forty-one to fifty
 - Fifty-one to sixty
 - Sixty-one to seventy
 - Seventy-one to eighty.

PMCWA Health Service Grants will be paid in a single installment each financial year. A letter will be sent to the health service (via Chief Executive and Director of Postgraduate Medical Education, or their equivalents) by the end of August, notifying them of the amount to be allocated for that year.

Public hospitals will receive their funds through the Department's Budget Transfer Authorisation (BTA) process, in to the nominated cost centre. Private hospitals will receive their funds on receipt of an invoice by the PMCWA.

3. EXPENDITURE:

The PMCWA Health Service Grants will be used for the purpose of promoting and supporting the training, education and supervision of pre-vocational doctors. This may include, but not limited to:

- conducting education activities;
- establishing or improving educational resources and activities;
- establishing or improving educational resources for clinical teachers; and
- supporting the Director of Clinical Training in coordinating these activities.

The PMCWA Health Service Grants will be identifiable at the health service level in a separate cost centre labeled for the prescribed service of the Grants. They will be managed by the Pre-vocational Training Committee (or equivalent), under the overall supervision of the health service.

4. REPORTING:

The health service will provide the PMCWA with an annual Income and Expenditure Report and Activity Report by 30 July each year. The manager of the finance department of the health service is required to sign the completed Income and Expenditure Report. Allocation of subsequent year Grants will be dependent on the receipt of this report.

Unexpended Grants must be carried forward from year to year. The health service is to provide an expenditure proposal to the PMCWA if the Grants are to be rolled over for more than one financial year.

5. ENQUIRIES

Please address enquiries to:

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