

Specialist Training Fund for HST/ST3-8/GP3-4 Reimbursement Form

INCOMPLETE FORMS WILL BE RETURNED TO SENDER

Applicant Details **PLEASE USE BLOCK LETTERS**			
Surname		First Name	
IMC Number		Specialty	
Mobile Number		Email	
Address:		Bank Details: Please attach Bank Details Form with application if this is your first claim or if your bank details have changed.	

EVENT / COURSE- ONLY ONE COURSE PER FORM	
<i>Only events/courses attended between July 2016 – July 2017 accepted</i>	
Name:	Location / Organiser:
Date:	Fee (in Euros):
Mileage <i>*See HSE travel policy for motor rates</i>	Number of km travelled @ 0.4011 per km* =
Train/Bus/Taxi: €	Air (Economy flights only): €
Accommodation (in Euros) <i>*See HSE accommodation policy for rates.</i>	Number of Nights: Total Accommodation Cost: €
EQUIPMENT - Medical Equipment/Textbooks required as part of training programme purchased between July 2016 – July 2017	

Name/Description:	Cost:
If you have received funding from any other source towards cost of this claim please indicate the source of funding and the amount received/sought:	Source:
	Amount:

For completion by the a Consultant Trainer: (MANDTORY PRIOR TO SUBMISSION)		
Trainer Name: (PRINT)		
Trainer Signature:		
I declare that: <ul style="list-style-type: none"> All particulars stated on this form are complete, true and correct. If any details are not accurate I will be required to repay all monies in full, and the fund may be withdrawn I have paid all expenses claimed and attached relevant receipts and certificates 		
Signature of Trainee:		
Date:		
For Office Use :		
Event Course:	Certificate of attendance attached:	Receipt Attached:
Train/Bus /Taxi:	Receipt Attached:	
Equipment:	Receipt Attached:	

**RETURN COMPLETED FORM TO POSTGRADUATE TRAINING BODY
RECEIPTS AND CERTIFICATE OF ATTENDANCE MUST BE SUBMITTED WITH FORM**

Notes:

Prior to submitting a reimbursement form, applicants are advised to read “Specialist Training Fund for Higher Specialist Trainees – Guidance Document for Trainees, Training Body Personnel and Employers – October 2014”

The Specialist Training Fund is available to:

- SpRs/SRs/ST3-8 and 3rd/4th year GP trainees who are actively participating in a higher specialist training programme and who hold an NCHD Contract 2010
- SpRs/SRs/ST3-8 and 3rd/4th year GP trainees who are on the HSE-supported Dr. Richard Steevens’ Scholarship and HSE-HRB supported National SpR/SR Academic Fellowship Programme

Applicants can apply for funding in respect of financial liabilities incurred between the dates Monday, 11th July 2016 to Monday 10th July 2017. **Applications received in relation to expenses incurred prior to July 2016 will not be considered.**

Please note this fund is not available during out of programme/research years

The Specialist Training Fund can be used:

- to support their participation in relevant educational and training events
- to support the purchase of specialist medical equipment specifically required as part of their HST training programme
- textbooks

The Specialist Training Fund cannot be used:

- To further subsidise trainees in educational activities for which the HSE already has separate arrangements in place e.g. contribution toward defined examinations and clinical courses – see the NCHD Clinical Courses Refund Scheme document (www.hse.ie/doctors).
- to pay for or subsidise educational activities which are funded via the Agreements in place between the HSE and the individual training bodies regarding the provision of specialist medical training;
- for the purchase of on-line resources, software, lap tops, palm pilots or any other hardware and
- for programmes/training modules provided directly by local employers, for example Infection Control training courses

Expense claims made for travel and subsistence will be considered in line with HSE Guidelines and will be reimbursed at public sector rates. Claims for mileage expenses will only be approved where no suitable public transport (e.g. train or bus) is available or where public transport is available only at equal or greater expense.

Audit

A percentage of the claims made to the specialist training fund will be audited annually.

Payment

Once your claim has been reviewed and processed by the Postgraduate Training Body Payments are processed quarterly: Jan, April, July, and Oct.
Please note applications not in good order can delay payment.