

Gold Coast Health

Study, Education and Research Trust Account (SERTA)

GUIDELINES and PROCEDURES FOR Category 1: Professional Development Conferences, Workshops, Short Courses

Contact Information

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Claiming Approved Funds

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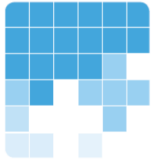


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The Study, Education and Research Trust Account Fund

The Study, Education and Research Trust Account (SERTA) provides funding for research, education and professional development activities and is available to all Gold Coast Hospital and Health (GCHHS) employees where the activity is applicable to the applicants work area and is consistent with GCHHS strategic goals.

The SERTA Committee is administered as per the Health Service Directive: *Private Practice in the Queensland Public Sector* and reports to the *GCHHS Private Practice Governance Committee*. This document will outline and clarify Application Guidelines and the financial aspects related to SERTA including travel, accommodation, professional development allowances, allowable reimbursements, claimable rates, split transactions and how to claim your approved SERTA monies.

This guideline pertains to **Category 1 Professional Development– Conferences, Workshops, Short Courses** and applies to employees seeking financial support for professional development in this category.

Other Categories SERTA will consider for funding:-

- **Category 2: Further and Higher Education Grants** - refer to the guidelines and procedures for this category, visit the [SERTA](#) page or contact GCSERTA@health.qld.gov.au
- **Category 3: Journal Publications** - refer to the [guidelines](#) and procedures for this category, visit the [SERTA](#) page or contact GCSERTA@health.qld.gov.au
- **Category 4: Research Grants** – includes Partnership Engagement Grants and Small Research Project Grants. For guidelines and information please refer to the [SERTA](#) page or contact GCSERTA@health.qld.gov.au

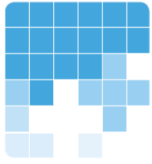
For Collaborative Research Grants Scheme guidelines and information refer to the [Research](#) page or contact grantsgoldcoast@health.qld.gov.au.

Application Process – Category 1- Conferences, Workshops, Short Courses

- The SERTA committee meets on the **second Wednesday** of each month where it will review applications received for that current month. Applications must be received for review by close of business on the last weekday of the month prior.
- Applications should be completed online and the application form can be accessed by creating an account at [SmartyGrants](#) and selecting **Category 1 – Conferences, Workshops and Short Courses**. For any questions regarding the online application process or for further information, contact GCSERTA@health.qld.gov.au

SmartyGrants Help Guide

Please refer to the [SmartyGrants Help Guide](#) when completing your application. This will explain the essential steps you need to take to complete and submit your form.



- Any late applications to the meeting will be deferred until the next month. **Retrospective applications will not be considered.** Applications must include all required information and attachments prior to consideration by the Committee.
- Applications will be considered confidentially by the SERTA Committee and Chair; the committee may invite applicants to present their submission to the committee the following month to assist in the decision process.
- The Committee's decision will be communicated in writing within 10 working days of the committee convening.

Category 1: Professional Development – Conferences, Workshops and Short Courses – Eligibility and Criteria

Eligibility	<p>Applicants must at the time of application:</p> <ul style="list-style-type: none"> • Be a permanent appointment, or temporary employed > 12 months in the GCHHS. • Satisfactorily met or exceeded performance expectations by the Line Manager ensuring approval is provided. • Grant may not be claimed if an applicant no longer meets the above criteria at the time of event. • Grants are not transferrable. • Non recurrent funding must be expended in the financial year of approval unless otherwise approved.
Number	<ul style="list-style-type: none"> • Each applicant is eligible for one successful application to SERTA per calendar year in this category. <p><i>(Consideration will be given to applicants who may have been invited to present at a conference subsequent to approved funding for another activity within the relevant calendar year. However, the maximum total entitlement per applicant for the year cannot exceed \$5,000).</i></p>
Scope	<ul style="list-style-type: none"> • Retrospective applications will not be considered. • A maximum stipend of \$5,000 per application applies to this category for those presenting at conferences and \$1,000 towards registration for those attending conferences, professional development courses or workshops such as short courses relevant to the applicant's discipline, flexible learning approaches such as online courses or attendance at statistics workshops. • SERTA funds can only be claimed for events located overseas if Ministerial Approval has been granted for travel (Appendix 2). • All presenters to conferences are eligible to claim for flights, accommodation and registration up to \$5,000 in total (Appendix 2). Ensure any posters or presentations clearly identify the Gold Coast Hospital and Health Service Logo.



	<ul style="list-style-type: none">All attendees to conferences / workshops / short courses are eligible to claim up to \$1,000 for registration only. The travel and accommodation if required will need to be funded by the claimants work department or by themselves. <p>Please Note:</p> <p>Applications to SERTA involving overseas travel require Ministerial approval whether the applicant is paying for the flights or not as they are a representative of Gold Coast Health.</p> <p>An application for overseas travel is separate to the SERTA application and can be found in the Travel Section on Queensland Health Intranet (QUEPS) or by contacting GCESOCFO@health.qld.gov.au. The travel application needs to be submitted 8 weeks before the event for the Minister to consider it and evidence of the travel application should be submitted with the SERTA application.</p>
Criteria	<ul style="list-style-type: none">Support is required from the Line Manager that the activity is consistent with the applicant's performance goals.The request must align to the Strategic Goals of the GCHHS.Applicant must have approved leave by Line Manager to attend an event.For those receiving a Professional Development Allowance (PDA), the allowance MUST be fully expended prior to applying for additional funding from SERTA or the remainder PDA will be deducted from the requested amount in the application.A Professional Development Expenditure form including evidence of expenditure is to be submitted with the SERTA application for those presenting at workshops, conferences and short courses.If you do not receive a Professional Development Allowance you must note this on the application Authorisation form and have it signed off by your Line Manager.
Submission Process	<ul style="list-style-type: none">Applications must be submitted on the GCHHS SERTA application form. The application form can be accessed by creating an account at SmartyGrants and selecting Category 1 – Conferences, Workshops and Short Courses.All supporting evidence is to be supplied:- conference / workshop / short course registration, flyers, quotes for accommodation and flights. PDA evidence if applicable must be provided (See Appendix 1), An outline (approx. 500 words) detailing your contribution to, or involvement in or expectation of the conference, workshop or short course is to be completed as part of the application.If included in the submission to the committee, personal banking /credit card numbers should be deidentified.Travel and Accommodation is to be booked and claimed through the Travel Hub GCESOCFO@health.qld.gov.au once funding is granted by the committee. When applying please submit the QTravel form with quotes for accommodation and flights. (See Appendix 2)



	<ul style="list-style-type: none"> Once your application has been completed online and the checklist requirements have been fulfilled, your application can be submitted. You will be contacted by the SERTA Secretariat should any further information be required. Completed applications must be received by the last weekday of the month to be eligible for consideration at the next SERTA Committee meeting.
Selection Process	<ul style="list-style-type: none"> Applications will be considered confidentially by the GCHHS SERTA Committee. The committee may invite applicants to present their submission to the committee the following month to assist in the decision process. Once applications have been considered, the outcome/decision will be sent in writing via email to the applicant, with a copy to the applicant’s Supervisor within 10 working days of the committee convening.
Reporting Outcomes	<ul style="list-style-type: none"> The applicant must report to the GCHHS SERTA Committee and Line Manager within 2 months of attending the event. A one-page written report must be submitted, including copies of any publications, presentations, collaborations and networking accrued which was enabled by the grant. This can be completed via SmartyGrants or emailed to GCSERTA@health.qld.gov.au. Further applications by the applicant will not be considered regardless of the financial year if any reports remain outstanding.

Claiming Approved SERTA Funds

Once your application/claim has been approved by the SERTA Committee, a letter advising of the approval will be sent to you within 10 working days. The letter will include a breakdown (registration, travel, accommodation etc.) of the funding approved.

The following guideline explains how to claim your funding.

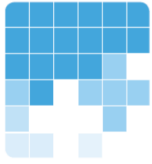
The Travel HUB

Travel and accommodation must be booked through the travel hub by submitting your travel form and letter of approval from SERTA committee to GCESOCFO@health.qld.gov.au

Other costs reimbursement

Staff Reimbursement Claim Form

A link to this form is available on the [SERTA](#) page or by contacting GCSERTA@health.qld.gov.au.



Ensure you have all **original** tax invoices and receipts showing payments made. Please note, all supporting documentation including the form **must be originals**, no copies, scanned copies etc. as these **will not** be accepted by Accounts Payable. Mail or drop off form and supporting documentation to Level 4, A Block, Executive Offices, for the Attention of Executive 2 Finance Representative. Once all information has been provided, it will be approved and sent to Accounts Payable team for processing, please note this can take up to two weeks.

Journaling of funds via the internal operational or research cost centre

If you have arranged payment for any education or research via your internal operational or research cost centre and are seeking a transfer of funds, then a journal will need to be organised. Please provide details of the cost centre and any other supporting documentation and send all information to the generic email address for processing GCFOExec2@health.qld.gov.au with SERTA Ref. Number in the subject line. Please include a copy of your approved funding letter.

Related legislation and documents referred to in this document

- *Queensland Public Service Code of Conduct*
- *Minister for Education and Industrial Relations Directive No 9/11 for Domestic Travelling and Relieving Expenses*
- *Department of health Travel Policy QH-POL-046:2015*
- *Department of health Overseas Travel Standard QH-IMP-046-1:2015*
- *Department of Health – Seminar and Conference Leave – within and Outside Australia*
- *Gold Coast Hospital Health Service Financial Management Practice Manual*
- *Gold Coast Health Strategic Plan 2016-2020*
- *SERTA Five Year Business Plan; 25 June 2019; Version 3.2*

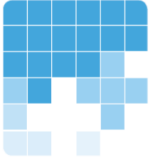
Consultation

Key stakeholders who were consulted when developing guidelines are:

- Dr Jeremy Wellwood, Executive Director, Clinical Governance Education & Research (CGER)
- Mr John Tomlinson, Divisional Finance Manager,
- Dr Anita Bamford-Wade, Professor of Nursing and Midwifery
- Dr Greta Ridley, Director of Research,
- Ms Karlene Willcocks, Executive Director, Diagnostic and Sub-specialty Services
- Ms Alexandra Wagner, Principal Finance Officer, Executive Services,
- Dr Leanne Du, Assistant Director Radiology,
- Ms Lyn Armit, Director of Nursing, Education & Research
- Dr Caroline Thng, Assignment contract representative
- Jan Wayland, SERTA Secretariat, Office of Research Governance and Development

Committee endorsement

SERTA Committee – 19/02/2020



Guideline Version Control

Version No	Version Control (To be reviewed annually)	
	Name	Date
1	John Tomlinson / Alexandra Wagner	17 January 2018
2	Imogen Zaharis	05 December 2019
3	Jan Wayland	19 February 2020



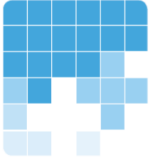
Appendix 1

Professional Development Allowance (PDA):

Gold Coast Hospital Health Service expects that all employees eligible for PDA should have fully utilised their allowance prior to seeking a funding grant from SERTA for an event, course or conference. Should any PDA balance remain at the time of making application to SERTA, this will be deducted from the requested amount as part of the approval process. Professional Development and leave approval is at the Line Manager's discretion. Evidence (including paid tax invoices and receipts) of PDA annual allowance and YTD expenditure for the corresponding year must support funding applications and be validated by the applicant's line Manager. A **'Use of PDA'** form is included as part of the funding application.

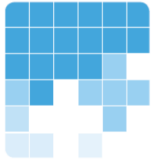
The following is a list of Professional Development Allowances by Stream:

Stream	Amount per annum	Frequency of Payment	Eligibility Criteria
Visiting Medical Officers	\$5,000	1 Sept yearly	Work 6 hrs or more per week, or rostered on call more than 1 in 4
Senior Medical Officers	\$21,000	Fortnightly	
Registrars	\$3,761	Fortnightly	Must be enrolled in a vocational training program with a specialist college
Other RMO's excl registrars / interns	\$2,255	Fortnightly	Must be enrolled in a vocational training program with a specialist college
Nursing (NRG3 and above)	\$1,900	March & September	Must be permanent working a minimum of 16 hours per fortnight
Health Practitioners	\$1,696	Fortnightly	Must be permanent working a minimum of 16 hours per fortnight, and temp > 12 months
Health Practitioner Radiation Therapist	\$7,916	Fortnightly	Must be permanent working a minimum of 16 hrs per fortnight and temp > 12 months
Dental Officers	\$1,696	Fortnightly	Applies to permanent DO only, does not apply to dental specialists. Must work a minimum 16 hours per fortnight and temp > 12 months
Technical Officers	\$600	Cash payment at end of year	Only applies to staff working a minimum of 15.2 hours per fortnight.
Professional Officers	\$600	Cash payment at end of year	Only applies to staff working a minimum of 15.2 hours per fortnight.
Other Streams not listed	Nil		



Please note:

1. An employee's PDA is paid via the payroll system. Permanent part time employees working a minimum of 16 hours per fortnight have their PDA and personal development leave (PDL) entitlement calculated on a pro rata basis.
2. Amounts may change with each Enterprise Bargain agreement (EBA) amendment/update. The PDA amount applicable to a SERTA claim is when the revised PDA amount is paid to staff. If the old rates have not been updated on the intranet, they will not apply to the SERTA application.



Appendix 2

Travel and Accommodation

SERTA approved travel or accommodation must follow the current Minister for Education and Industrial Relations Directive No 9/11 for Domestic Travelling and Relieving Expenses. A full copy of this [Directive](#) is available online.

GCHHS Travel HUB

All flights and accommodation need to be booked through the GCHHS travel HUB. Booking your own travel and accommodation will not be approved by SERTA as financial accounting will not process claims unless booked through the travel **HUB**.

We recommend placing a hold on the accommodation you seek if it is within the Directive 9/11 guidelines which approves 3 star rated accommodation used in RACQ accommodation directories. This will secure a placement for you until you hear whether your application has been favourable, and your travel form can be processed in the travel HUB to finalise your booking.

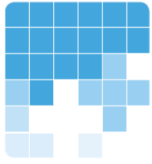
Accommodation Allowance Rates per overnight stay pricing guidelines – Capital Cities, High Cost Country Centres and Country Centres.

Adelaide	\$157.00	Cairns	\$127.00	Weipa	\$138.00
Canberra	\$165.00	Dalby	\$133.50	Bundaberg	\$120.00
Darwin	\$189.00	Gladstone	\$138.50	Emerald	\$120.00
Hobart	\$125.00	Horn Island	\$169.00	Hervey Bay	\$120.00
Melbourne	\$173.00	Mackay	\$153.00	Innisfail	\$120.00
Perth	\$176.00	Mt Isa	\$158.50	Kingaroy	\$120.00
Sydney	\$183.00	Thursday Island	\$180.00	Rockhampton	\$120.00
Toowoomba	\$120.00	Townsville	\$134.50	Roma	\$120.00

The SERTA Committee will accept accommodation and allowance rates as outlined above. If accommodation cannot be found within the above limits through the Hub, a higher amount will be considered by SERTA if deemed reasonable. Accommodation cannot be claimed by those travelling to Brisbane as it is within daily travelling distance from the Gold Coast.

Overseas accommodation must be booked through the Travel Hub and should be within the maximum limit at (\$189), as above. If accommodation cannot be found within the above limits through the Hub, the higher amount will be paid by SERTA if deemed reasonable.

If the conference recommends certain hotels, the committee will consider these as part of the application.



Flights

All domestic and International flights must be booked via the travel Hub. International travel **must** have Ministerial approval prior to travel regardless of the grant or if applicant self-funds travel (note [Policy QH-POL-046:2015 Item 3](#). Scope). All travel is to be for official purposes i.e. there is no private travel/personal time/leave being requested between departing from home and returning home for domestic travel. The Committee will review any international applications prior to Ministerial approval. However, if Ministerial approval is not granted, SERTA funding cannot be claimed. Evidence of Ministerial approval must be sighted prior to payment of the SERTA grant.

Types of financial transactions considered by SERTA

I.	Domestic Flights booked via the Travel Hub
II.	International Flights booked via the travel hub and approved by the Minister
III.	Accommodation Domestic/International booked via the Travel hub
IV.	Transfers to and from the airport in the destination where the event is held.
V.	Course Registration for Education Conferences / Workshops

Types of financial transactions not funded by SERTA

I.	Food items
II.	Beverages including Alcohol
III.	In house Movies and Internet at Hotel
IV.	Petrol
V.	Magazines or newspapers
VI.	Dry cleaning and spa treatments at Hotel
VII.	Backfill / Overtime/ Penalties
VIII.	Any Breakfast, Meal or Incidental allowances itemised in Directive No 9/11 for Domestic Travelling and Relieving Expenses.

Split transactions

There will be no split transactions such as accommodation sharing, all accommodation will be booked via the HHS Travel Hub. If employees wish to share a room, please ensure this is clearly stated on the travel booking form. The employee/applicant booking the accommodation on behalf of the other applicants must be the person to claim.



Appendix 3

Checklist of Forms Required for Application Process

1.	SERTA Application Form (Category 1 – Conferences ,Workshops, Short Courses).
2.	Use of Professional Development Allowance form
3.	Domestic Travel - QTravel booking and approval Form - Travel Hub form. Complete this form and submit with your SERTA application - do not submit to Travel Hub until Grant is approved. Please note only accommodation, flights and transfer to and from airport at destination of event should be completed on form.
4.	International Travel – Ministerial approval form . This is separate to SERTA yet required if traveling out of Australia and can be found in the Travel Section on Queensland Health Intranet (QUEPS) or contact GCESOCFO@health.qld.gov.au . The travel application needs to be submitted 8 weeks prior to the event for Ministerial consideration. Evidence of the travel application should be submitted with the SERTA application.
5.	Authorisation Form for signature by line Manager



Appendix 4

The following checklists have been developed:

- For each applicant.
- For the Committee

Please ensure the following information and attachments have been included in your online application (to the SERTA Committee).

Applicant Checklist	✓
Commence application if: <ul style="list-style-type: none"> ○ A permanent appointment, or temporarily employed > 12 months in the GCHHS. ○ No outstanding reports from previous funding applications. ○ Not had a successful application in this financial year from SERTA. ○ Application is not retrospective. 	
Complete SERTA Application Form <ul style="list-style-type: none"> ○ Create account in SmartyGrants for online application. ○ Include evidence of event registration/course; invite to present paper etc. ○ Evidence to reflect costings such as quotes/flyers/article. 	
Complete the Use of Professional Development Allowance (PDA) form (if applicable) <ul style="list-style-type: none"> ○ Include evidence of expenditure of Professional Development Allowance within current financial year. ○ If you do not receive a Professional Development Allowance, ensure that this is noted on the Application Authorisation form and signed off by your Line Manager. 	
Complete QTravel booking and approval form (if applicable). <ul style="list-style-type: none"> ○ Include evidence of quotes from airlines and accommodation being requested. 	
Applicant has no outstanding reports from previous SERTA Claims.	
Any leave required to attend events has been applied for and approved by line manager.	
All relevant forms have been signed off by line Manager and Executive Director.	
Submit Online SERTA Application.	



Committee / Secretariat Checklist	✓
SERTA application Authorisation form is complete and signed by Line Manager and Executive Director	
Use of PDA form is complete for those attending conference, workshop or training seminar and includes tax invoice evidence for expenditure within the financial year. Must be signed by Line Manager. If PDA is not applicable, this must be noted and signed off on the Application Authorisation form by the Line Manager.	
Travel form is complete, includes quotes and is signed by line Manager and Executive Director	
Appropriate information has been provided including evidence that claimant is presenting a paper and evidence of costings for travel, accommodation, event or course registration.	
The applicant: <ul style="list-style-type: none">○ Is a permanent appointment, or temporarily employed > 12 months in the GCHHS.○ Has no outstanding reports from previous funding applications.○ Has not had a successful application in this financial year from SERTA.	
The application is not retrospective.	
All costings match evidence of that being requested.	