

Policy



AOA
AUSTRALIAN
ORTHOPAEDIC
ASSOCIATION

NATIONAL
POLICY ON
TRAINEE
RELOCATION
SUPPORT



AOA



Excellence in Orthopaedic
Surgical Education and Training

National Policy on Trainee Relocation Support

AOA Education & Training	Document created	July 2018
	Version	July 2018
	Next scheduled review	July 2021

Purpose and scope

Regional Training Committees will take this policy and trainee circumstances into account when allocating trainees to accredited training posts.

1. Eligibility for trainee relocation support

- 1.1 Trainees who accept a training position on the AOA Training Program are affiliated with a particular region for the duration of their training and must be willing to travel to all hospitals located within the area indicated on the relevant map attached as Appendix 1.
- 1.2 Trainees who must travel more than both 60 kilometres and 60 minutes from their primary residence to occupy an accredited training post outside the area indicated for the region with which they are affiliated are eligible for relocation support.
- 1.3 Relocation costs of interstate transfers or swaps between regions are at the trainee's own expense.

2. Support to be provided by the training site or employer

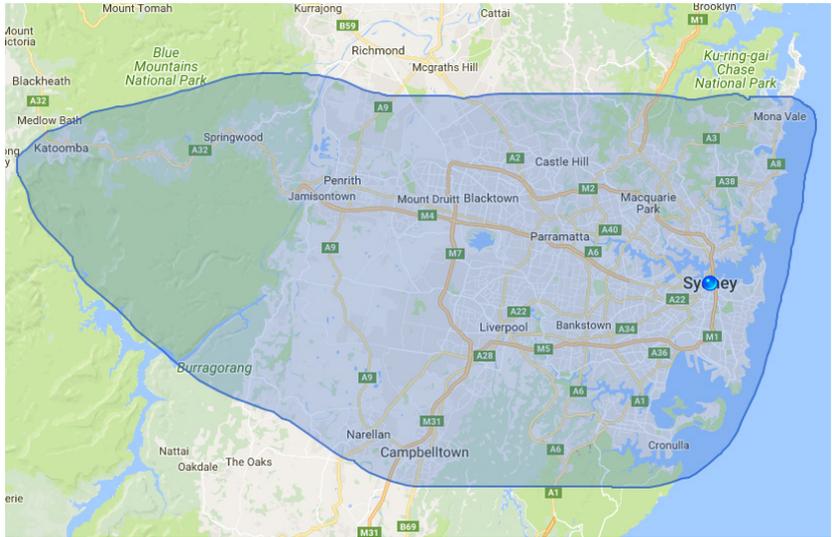
- 2.1 Identification of a staff member who may be contacted by the relocating trainee in advance of starting employment at the hospital. The staff member should advise the trainee of accommodation arrangements and other logistics, including suggestions of suitable child care/schools in the area.
- 2.2 Reimbursement of transport costs to the location of the training site at the commencement and end of the rotation. Transport costs include economy class airfare, car expenses and accommodation (should a stopover/s be required due to travel distance).
- 2.3 Provision of furnished single occupancy accommodation at or in the vicinity of the hospital. Such accommodation must:
 - be private, secure, clean and well maintained,

- have a fully equipped functioning kitchen in which to prepare and eat meals, complete with a refrigerator, stove/cooktop, oven, microwave and toaster,
- provide an individual bathroom and bedroom,
- provide an individual study desk,
- have appropriate internal and external lighting,
- include appropriate heating and cooling methods,
- provide on-site safe car parking.

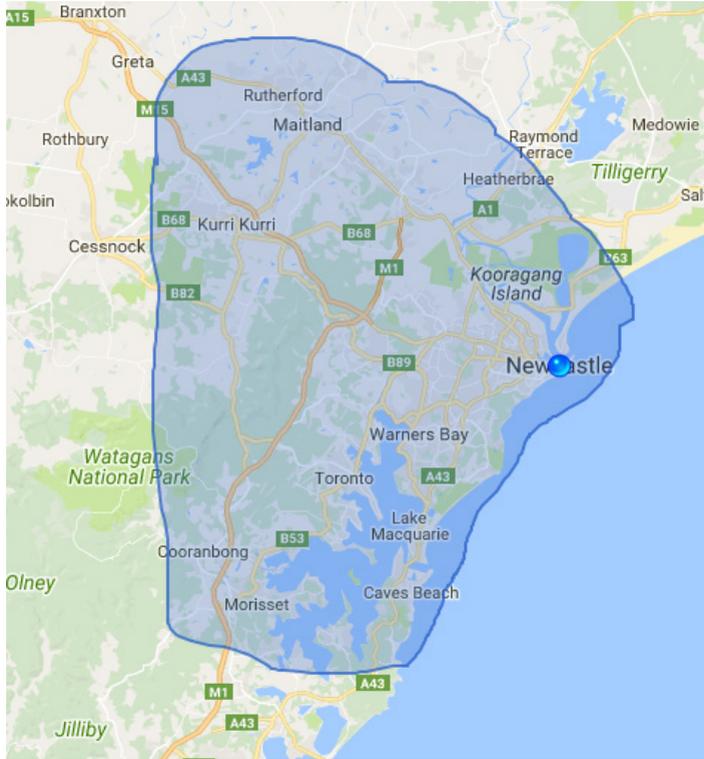
- 2.4 If furnished single occupancy accommodation as per 2.3 cannot be provided, the training site will meet the reasonable costs of equivalent accommodation upon presentation of receipts. Costs associated with temporary accommodation (e.g. hotel) while permanent accommodation arrangements are being finalised must also be covered.
- 2.5 Where appropriate to the trainee's circumstances, the training site will provide accommodation for family occupancy. As a minimum, the training site will reimburse reasonable costs of single occupancy accommodation which may then be used toward accommodation for family occupancy.
- 2.6 For durations of 12 months or more, trainees must only be provided with accommodation if they have ongoing costs (i.e. mortgage or rental agreement) on a property located both 60 kilometres and 60 minutes from the training site. Trainees must provide proof of the ongoing costs, or sign a statutory declaration if written proof is not available.
- 2.7 For durations of 12 months or more where the training site is not required to provide accommodation as per clause 2.6, or if furnished accommodation is not available for a shorter period, the training site will reimburse the trainee relocation expenses including the use of removalists to transport household furniture and personal belongings (not wrapping or packing). The lowest of three quotes should be accepted.

Appendix 1 - Regional Maps

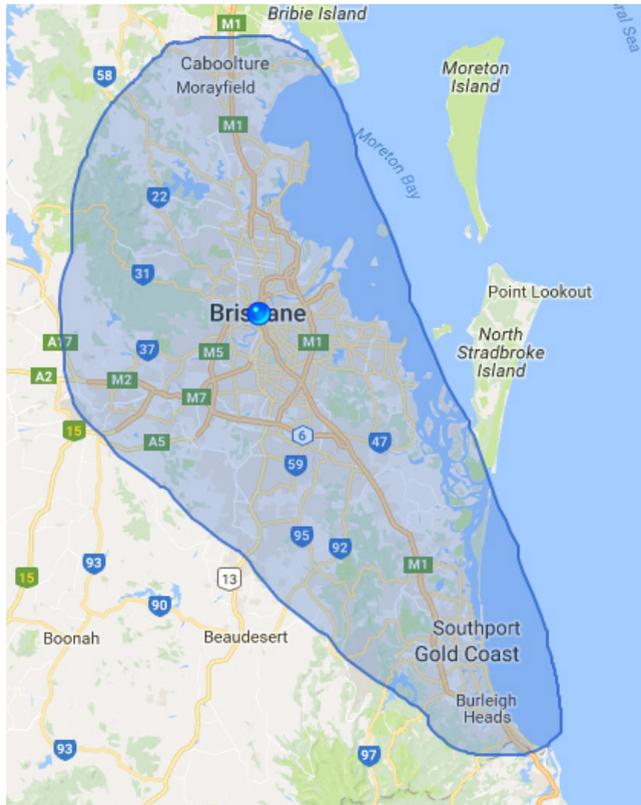
New South Wales - Northside and Southside



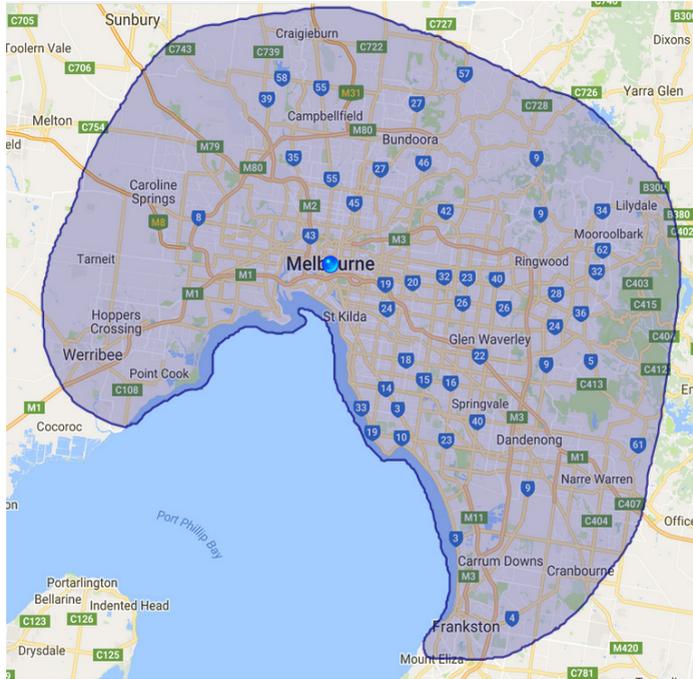
New South Wales - Newcastle



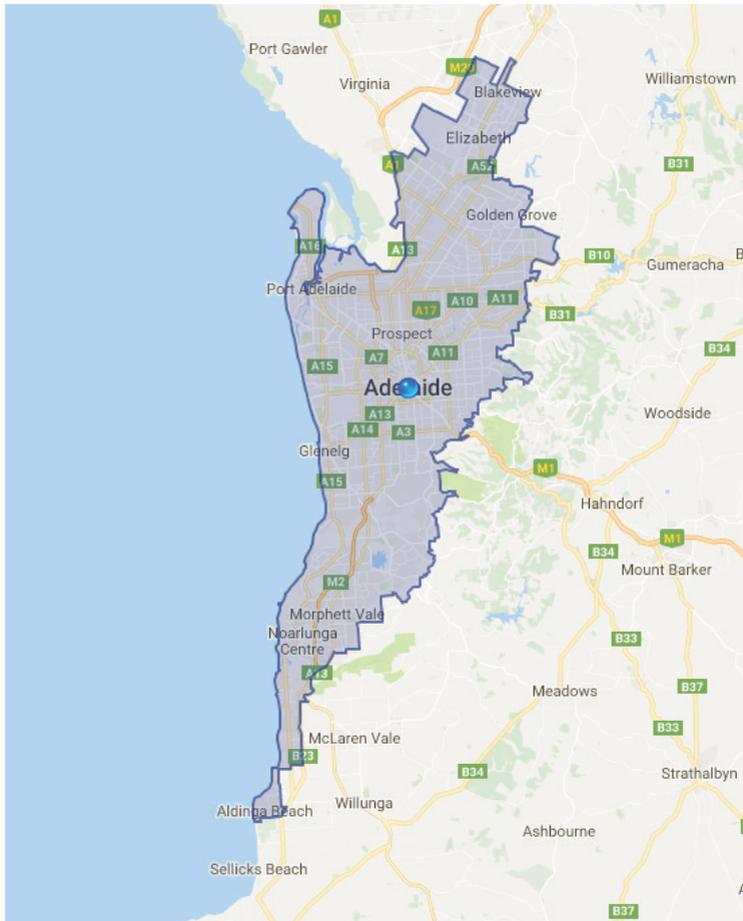
Queensland



Victoria & Tasmania



South Australia



Western Australia

