



GUIDELINES FOR CLINICAL TRAINING PLANS AND BUDGETS: 2014/15 & 2015/16

1 POLICY ON CLINICAL TRAINING GRANTS

- 1.1 The detailed policy on these grants is contained in the *Ministerial Statement on Clinical Training Grants (January 2010)*.
- 1.2 These guidelines summarise key aspects of this policy, and of the ways in which it will be implemented.

2 SUBMISSION OF CLINICAL TRAINING PLAN AND BUDGET

- 2.1 Universities must submit to the Department a detailed clinical training budget, using the prescribed spreadsheets. The completed budget must be accompanied by a narrative, which sets out the reasons for the budget decisions made by the university.
- 2.2 The completed budget and plan must be submitted to the Department under the signature of the Vice-Chancellor.

3 PURPOSE OF CLINICAL TRAINING GRANTS

Paragraph 20 of the *Ministerial Statement* limits the use of clinical training grants to the following:

- 3.1 appointing additional clinical training staff;
- 3.2 appointing other staff to support the delivery of clinical training services;
- 3.3 supporting partnership agreements with public and/or private providers of clinical training services;
- 3.4 meeting part of the operating costs of clinical training service delivery;
- 3.5 improving the infrastructure needed for clinical training, including equipment, building refurbishment, and the construction of new clinical training facilities.

4 ASSESSING CLINICAL TRAINING BUDGETS

The general tests which the Department will use when evaluating a University's proposed clinical training budgets are these:

- 4.1 All proposed expenditure must conform to the purposes for which the funds were allocated.
- 4.2 The outcomes of the proposed expenditure must be "good value for money", and must enhance the quality of the clinical training services offered by the University.
- 4.3 These funds may not replace allocations which should normally, and appropriately, be carried by the University's budget.
- 4.4 The proposed expenditure should not lead to a reduction in the province's funding of clinical training services.
- 4.5 Funds must not be used for the delivering of a health service which is the responsibility of a province.

5 STAFF

- 5.1 All professional staff appointments (senior lecturers, lecturers, consultants, clinicians) must have direct links to academic programmes which have substantial clinical training requirements.
- 5.2 Provincial health authorities must be consulted if a new staff member's duties will include contacts with patients in provincial hospitals or clinics or other sites of health care delivery.
- 5.3 These funds may be used to support sabbatical leave for clinical staff, provided that it can be demonstrated that the leave period will enhance their professional development as clinical teachers.
- 5.4 Administrative and/or technical staff appointments must have direct links to the delivery of clinical training services.
- 5.5 These clinical training funds may not be used for appointments of the following kind:
 - 5.4.1 staff for academic development programmes;
 - 5.4.2 mentors for pre-clinical students;
 - 5.4.3 medical officers whose primary responsibilities are delivery of health services;
 - 5.4.4 clinical research staff;
 - 5.4.5 staff whose primary responsibilities are to assist postgraduate clinical students complete the research components of their degrees;
 - 5.4.6 technical or administrative staff to fill posts that should be funded either by the province or by the University from its normal budget.
- 5.5 If the administration of the clinical training grant requires the appointment of project managers, specific motivation must be included in the budget proposal.

- 5.6 The budgets for staff appointments must be realistic, and must take account of current costs of employment in the University and/or hospital services.

6 OPERATING COSTS

- 6.1 These funds may be used for operating costs budgets which are linked directly to clinical training services.
- 6.2 These funds may be used to meet a proportion of up to 50% of a University's payments to the National Health Laboratory Service (NHLS).
- 6.3 These funds may be used to meet the transport and accommodation costs of students and staff, provided that their clinical training activities take place on sites which are some distance from the main hospital and/or campus.
- 6.4 These clinical training funds may not be used to meet operating costs of the following kind:
- 6.4.1 departmental or programme operating costs which should be met from the general operating budget of the university;
 - 6.4.2 financial transfers to a province in terms of a current joint agreement;
 - 6.4.3 the health services activities of a clinic which is not included in the University's clinical training programme.
- 6.5 A general University administrative fee or levy may not be deducted from these clinical training funds.

7 EQUIPMENT

- 7.1 These funds may be used for the purchase of equipment needed for clinical training.
- 7.2 These funds may not be used for the purchase of equipment required for:
- 7.2.1 the general operation of a building;
 - 7.2.2 teaching of students in non-clinical programmes;
 - 7.2.3 research activities.

8 BUILDINGS

- 8.1 These funds may be used for the erection of new buildings needed for clinical training, for the conversion of buildings to clinical training facilities, and for the renovation and renewal of existing clinical training facilities.
- 8.2 These funds may be used for the provision of student and staff housing at district hospitals and clinics which are used for clinical training.

9 RING-FENCING OF FUNDS

- 9.1 Clinical training grants are not Council-controlled discretionary funds. Universities must therefore ring-fence the funds, plus any interest earned, and disburse them only against the approved budget.

- 9.2 The budget which is finally approved by the Minister of Higher Education and Training must be submitted to the University's council, which must accept responsibility for all expenditures in terms of this budget.

10 TENDERS AND QUOTATIONS

- 10.1 Grants for equipment and buildings may not be expended until the University has obtained firm quotations and/or tenders, following its formal procedures and code of conduct.
- 10.2 If the final tender and/or quotation prices differ substantially from the cost estimate in the approved budget, then the University must submit a revised budget to the Department of Higher Education and Training.

11 REPORTING REQUIREMENTS

- 11.1 If a University received a clinical training grant in the 2013/14 financial year, then it cannot be paid its new allocation for 2014/15 until it has submitted a satisfactory progress report on its use of these 2013/14 funds. The progress report must include a narrative, financial report, which must be supported by a certificate from the University's external auditors, on actual expenditure in 2013/14 compared to the approved budget. This report must be submitted to the Department of Higher Education and Training by 30 April 2014.
- 11.2 A similar progress report will be required for the 2014/15 financial year, and must be submitted by 30 April 2015.