# RPGP Overseas Course Pre-Approval Application

rural procedure grants program

## Purpose

Overseas activities claimed under RPGP must receive pre-approval from ACRRM. This form can be used to obtain pre-approval for claims for education to be undertaken outside of Australia. Please complete this form outlining your learning objectives, learning outcomes and provide any evidence that supports your RPGP claim.

## Considerations for Overseas Courses

To be eligible for RPGP funding, courses undertaken overseas must have no Australian equivalent. Normal RPGP course eligibility requirement apply. The activity must include a minimum of 6 hours of face-to-face learning (excluding breaks) related to the component/s that you are registered in, and can include courses, conferences, seminars, meetings and workshops. Applicants are encouraged to contact the College prior to registering for educational activities to confirm they are eligible for support at [grants@acrrm.org.au](mailto:grants@acrrm.org.au).

### Please print clearly and complete all fields.

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| --- | --- | --- | --- |
| Procedural Grant: Please tick if you wish to claim for this activity under the RPGP program.  Obstetrics:  Surgery:  Anaesthetics:  Emergency Medicine:  Emergency Medicine Mental Health:  Only one component can be claimed per attachment. Must be a minimum of 6 hours excluding breaks for face-to-face courses and a minimum of 4 hours excluding breaks for online courses. | | | |
| Name |  | | |
| ACRRM Member Number |  | | |
| Name of course |  | | |
| Course provider name |  | **Couse provider email** |  |
| Location of course: *Country* |  | *City* |  |
| Dates of course |  | **Duration** |  |
| Key Learning Areas | *Overall areas of knowledge that will be improved from this course and Specific skills/ procedures that you would like to update* | | |
|  | | | |
| Educational Outcomes | *How will this impact on the service you provide your community and assist you in maintaining your skills/ upskilling in Emergency/Procedural Medicine in an Australian context?* | | |
|  | | | |
| Evaluation | *Did this course meet your learning objectives?* | | |
| Yes, completely:  Mainly:  Not really:  Not at all: | | | |
| Please provide details of similar education offered within Australia and the reasons why they were not suitable for your professional development requirements. | | | |
|  | | | |
| Any other comments | | | |
|  | | | |

## Disclaimer

As per the RPGP Guidelines, the ACRRM team will review your claim and supporting documents to assess claim eligibility. Please note that for all courses, only the sessions that directly enable skills maintenance or upskilling in the RPGP component you are claiming will be eligible for funding. Given the nature of some activities, ACRRM will only provide conditional pre-approval for your activity. The final determination of grant eligibility will be made on formal submission of your RPGP claim.

## Checklist

Have you attached?:

Program with the session/s you have attended highlighted.

Certificate

Declaration and Signature

I hereby certify that the information provided in this form is accurate and correctly reflects the purpose and scope of the course claimed

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## How to submit this form

To obtain pre-approval of overseas courses, please email this form to [grants@acrrm.org.au](mailto:grants@acrrm.org.au)  
  
Following the receipt of pre-approval and completion of your overseas education, upload this completed form to MyCollege as supporting evidence for your RPGP claim.