

**Clinical Training Agency Reimbursement Claim Form For Internal Providers
For Replacement Of Staff Member Enrolled In Postgraduate Study.**

Dear Clinical Nurse Manager,

The Clinical Training Agency (CTA) is a unit within the Ministry of Health. It provides funding for Post Entry Clinical Training programmes. This funding includes full reimbursement of paper costs, a portion of travel and accommodation and also a portion of the costs incurred by an employer, **ONLY** when staff are replaced while attending study days. This form provides the evidence which is needed for CTA audit purposes, to confirm that the trainee has been replaced.

The maximum rates paid for this release time are:

- **\$500.00 for a 15 pt paper**
- **\$750.00 for a 20 pt paper**
- **\$1000.00 for 30 pt paper**

Name of ward:

Name of trainee:

Paper enrolled in:

Points of paper:

Hours replaced:

Hourly rate:

Amount being claimed for:

R.C.Code to be reimbursed:

By signing this form you are confirming that costs have been incurred to replace this staff member.

Name:

Signature:

Designation:

Date:

Please forward this completed form to the above address.