Australian Government
Department of Health, Disability and Ageing

BROSS Bonded Return of Service System

BONDED RETURN OF SERVICE SYSTEM (BROSS)

RETURN OF SERVICE OBLIGATION (ROSO)

USER GUIDE FOR OPTED IN BONDED MEDICAL PLACES SCHEME (2016–2019) PARTICIPANTS

NOVEMBER 2026

Former Bonded Medical Places Scheme 2016–2019 participants' RoSO

As a former Bonded Medical Places (BMP) Scheme 2016–2019 participants who opted in with a 52-week RoSO, you can complete your RoSO on a pro-rata basis. You must complete 1820 hours of eligible work. Only the first 35 hours worked each week count towards this total.

As outlined in section 16 (1) of the *Health Insurance (Bonded Medical Program) Rule 2020* (Rule), you must meet the following legislated requirements when recording RoSO:

- It must be eligible work in an eligible location.
- You must plan, activate and complete your RoSO activity via your BRoSS record.
- RoSO activation and completion evidence must meet the requirements outlined in the Rule.

Work that counts towards your RoSO:

- Paid leave from providing professional services to patients in eligible locations.
- Telehealth services provided from an eligible location.
- Fly in/fly out and outreach services to eligible locations.
- Evacuation and retrieval of patients from an eligible location.
- Time spent on call in an eligible location.

Work that does not count towards your RoSO:

- Clinical research.
- Academic teaching.
- Medical organisational or administrative work, unless it forms part of clinical care, such as checking results or writing patient notes or reports.
- Paramedical work.
- Clinical practice in a discipline other than medicine, such as locum work as a remote area nurse.
- Any work undertaken in locations that are not eligible.
- Unpaid leave or Government Parental Leave Pay.

You must register a planned RoSO activity once you have been opted into the Bonded Medical Program (Program).

After commencing eligible work, you must confirm the eligible location and start date of your planned RoSO activity in BRoSS. This RoSO activity may be changed any time before you activate it in BRoSS.

Within a year of completing work at an eligible location, you must complete the corresponding RoSO activity by confirming the end dates of the work period and uploading sufficient evidence to confirm you have completed the work in accordance with your planned RoSO activity.

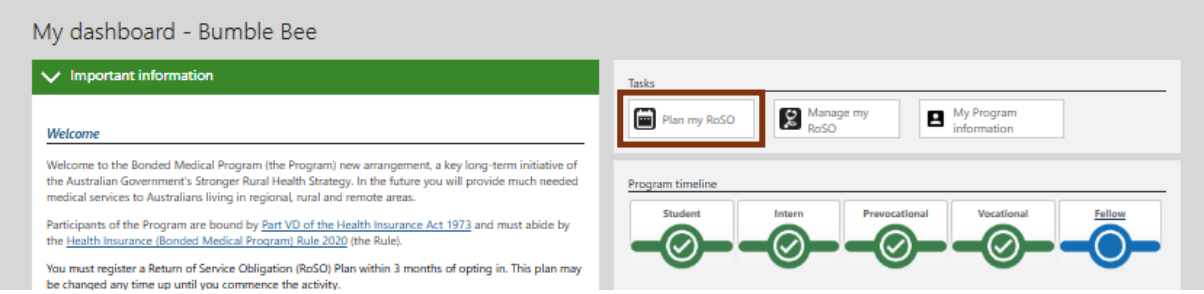
If you completed your course of study over 10 years ago but have not yet completed your RoSO, you must enter RoSO plans in BRoSS to demonstrate how you will complete your remaining RoSO before your Program Completion date.

Australian Government
Department of Health, Disability and Ageing

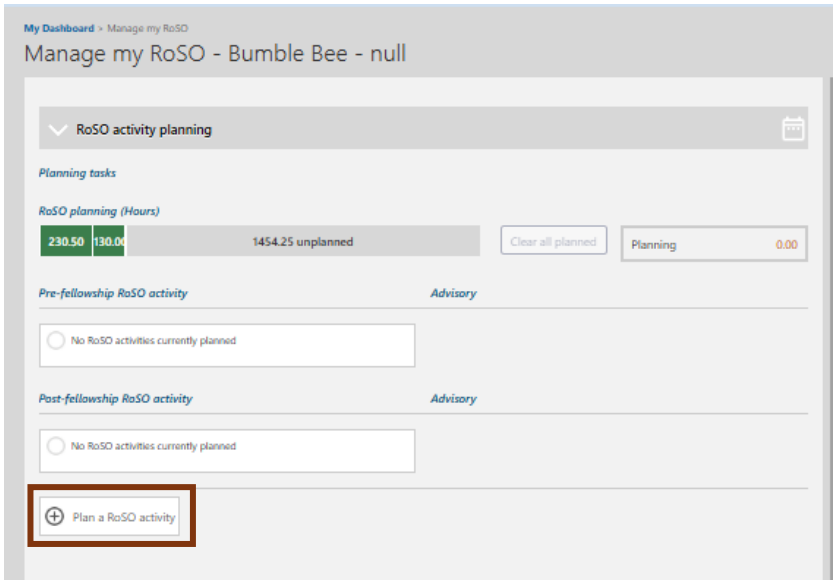
BRoSS Bonded Return of Service System

Plan a RoSO activity

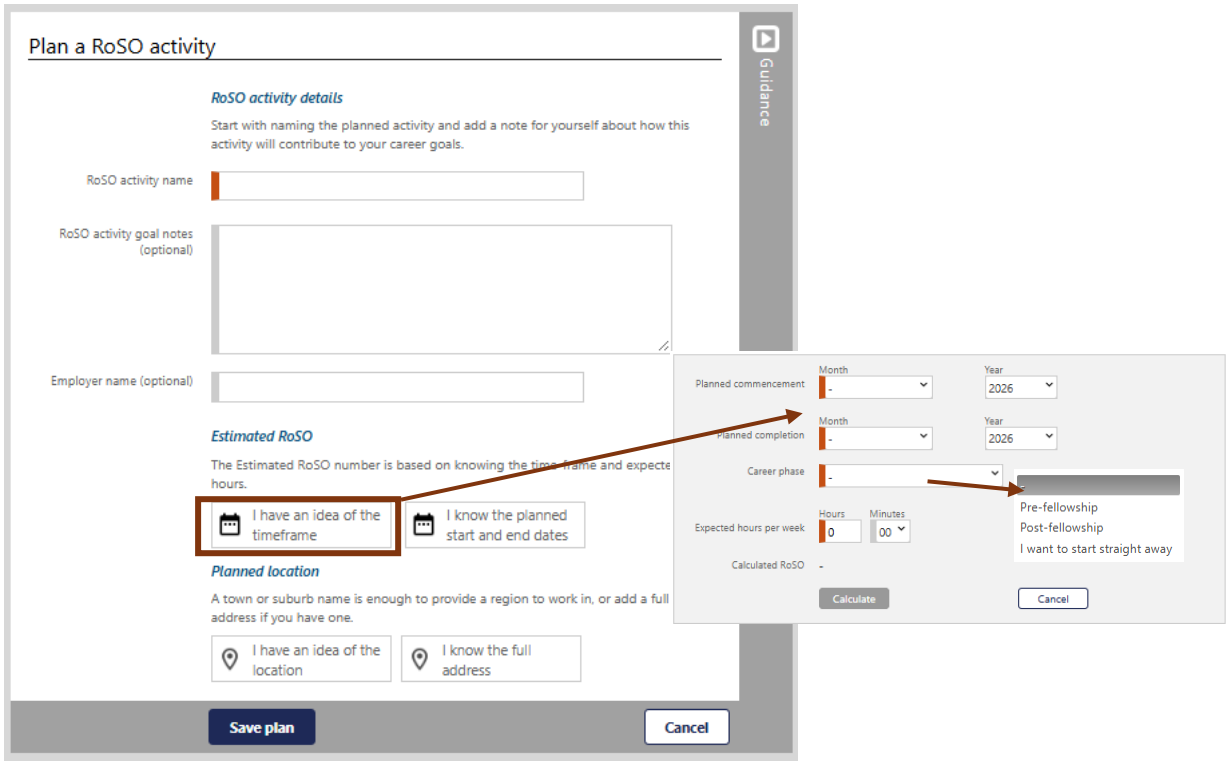
On your '**Dashboard**', select '**Plan my RoSO**'.

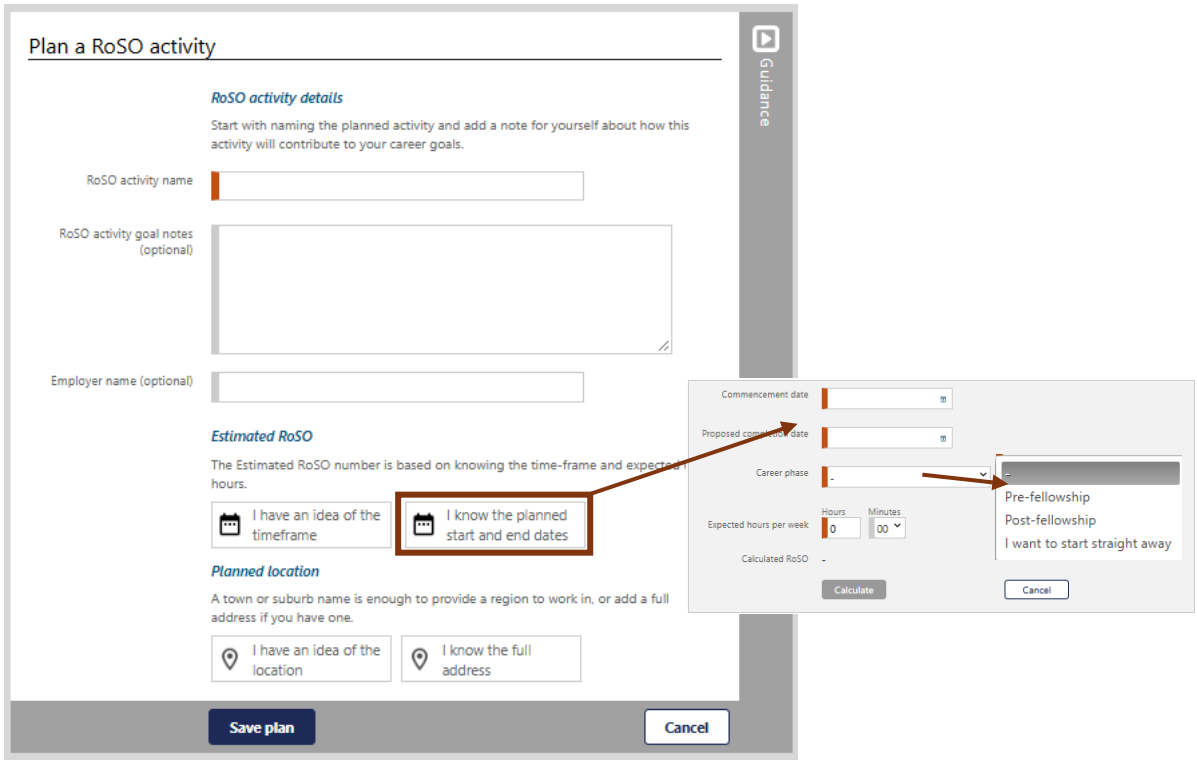


On the '**Manage my RoSO'** page, select **'Plan a RoSO Activity'**.



The **'Plan a RoSO activity'** page will open, complete the mandatory fields (marked in orange).





RoSO activity name: use a descriptive name, such as the practice name and location.

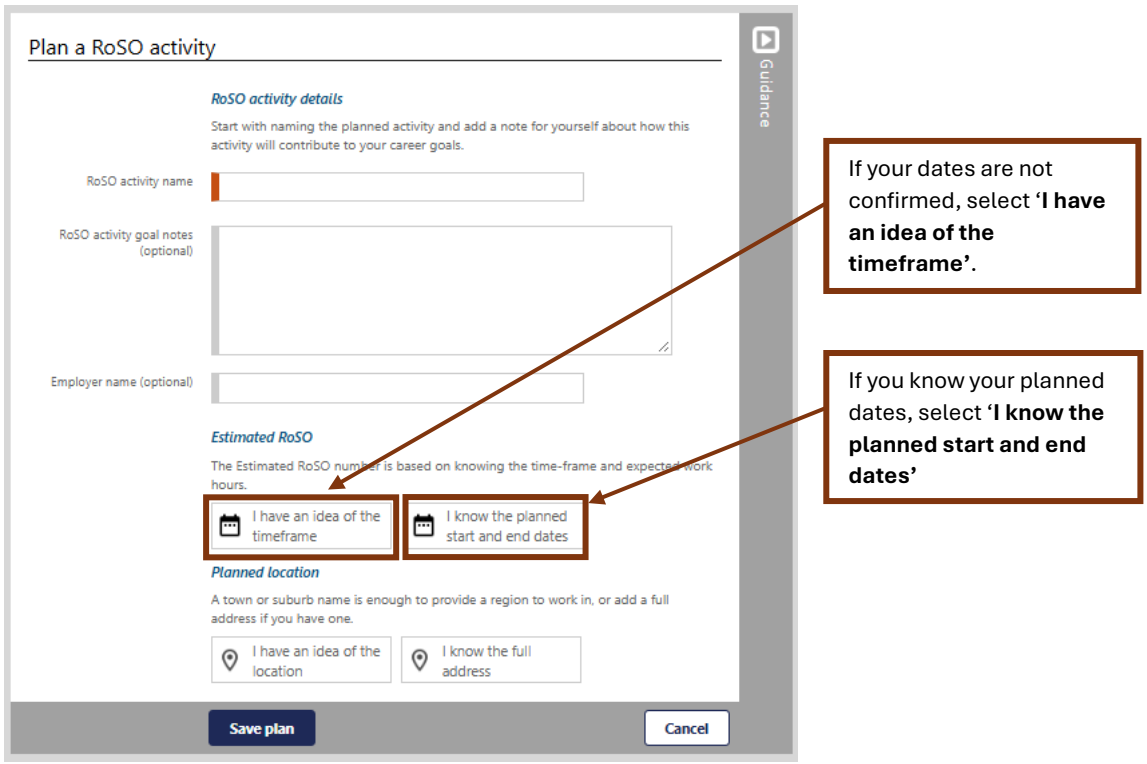
Career Phase: select the career phase in which you expect to complete the activity.

Expected hours per week: enter the number of hours you expect to work each week.

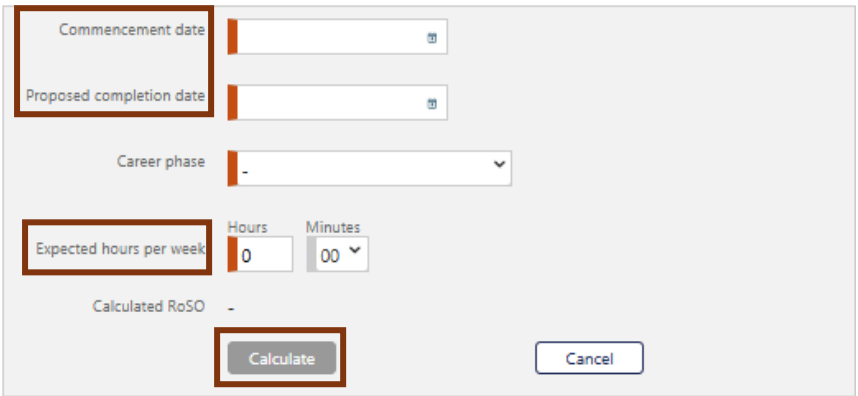
Estimated RoSO: Locations that were Program eligible on the day you opted in from your legacy scheme remain eligible to you, even if they are later reclassified. This is known as 'point of entry'.

Future eligibility is based on point of entry and what is currently eligible. However, what is currently eligible may change in future. Therefore, if you check the eligibility of a location that you are considering working at in future, it is advisable to check again before you commit to working at that location.

Enter dates so BRoSS can assess the activity's eligibility.

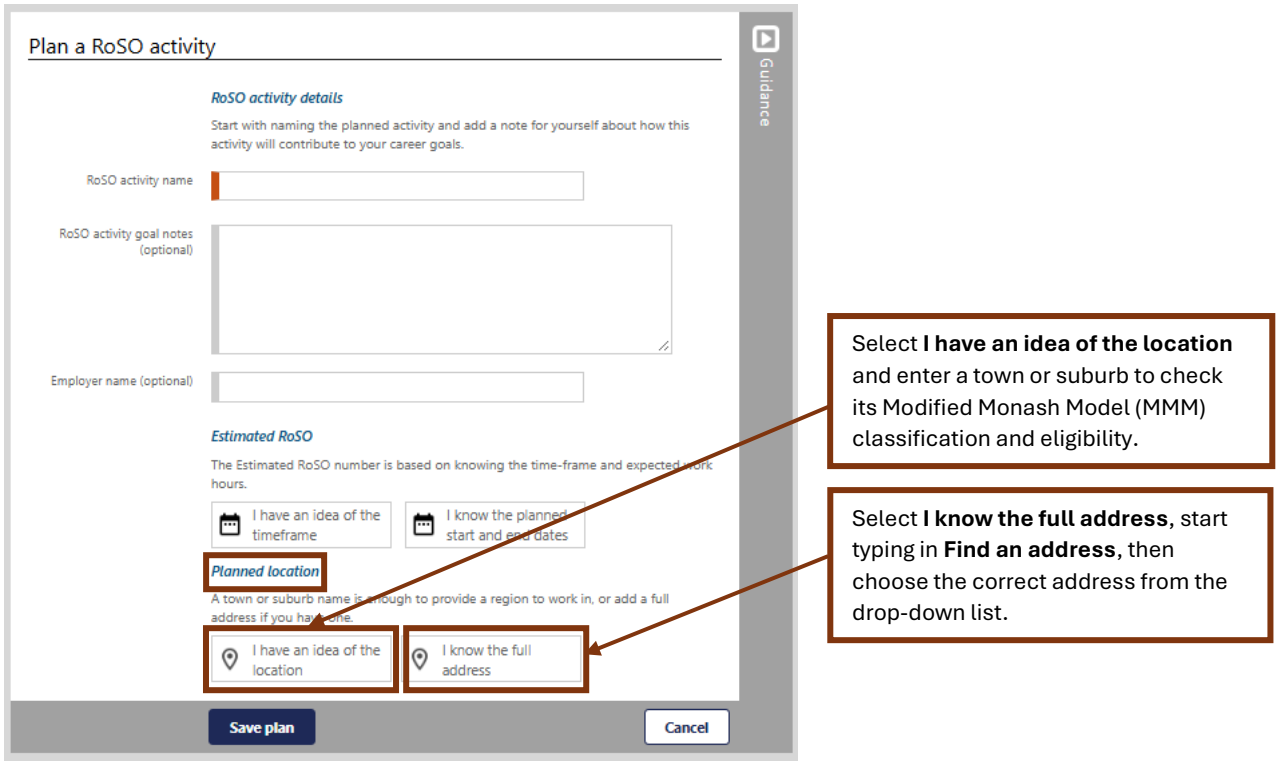


Enter the '**Commencement date**', '**Proposed completion date**' and '**Expected hours per week**'. Select '**Calculate**' to display the number of hours that could be reduced from your RoSO for this period of work.



You must use BRoSS to check the eligibility of a location, as its built-in search assesses eligibility based on your individual circumstances.

Under **Planned location**:



BRoSS displays a red, orange or green banner showing the location's eligibility status.

Once you reach the vocational phase, you can also check eligible District of Workforce Shortage (DWS) or Distribution Priority Area (DPA) locations for your specialty.

Select **Save Plan** to save the activity.

Multiple location RoSO activities

You can complete RoSO at more than one eligible location during the same period. For example, you may work regularly at two locations or undertake locum or on-call work across several locations.

To ensure BRoSS calculates your RoSO correctly, we recommend recording this work as a single activity with multiple locations.

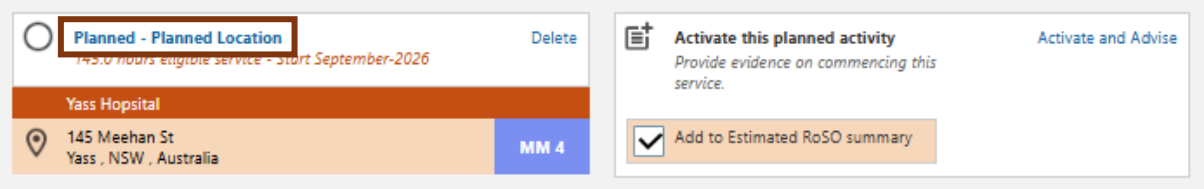
When you *register* a RoSO activity in BRoSS, it will only allow you to enter a single location. However, when *activating* your RoSO activity in BRoSS, you can enter additional locations to your plan. Your activation evidence will need to detail your work for each location entered.

Note: During the Planned stage, you can check the eligibility of all your locations, but you can save only one.

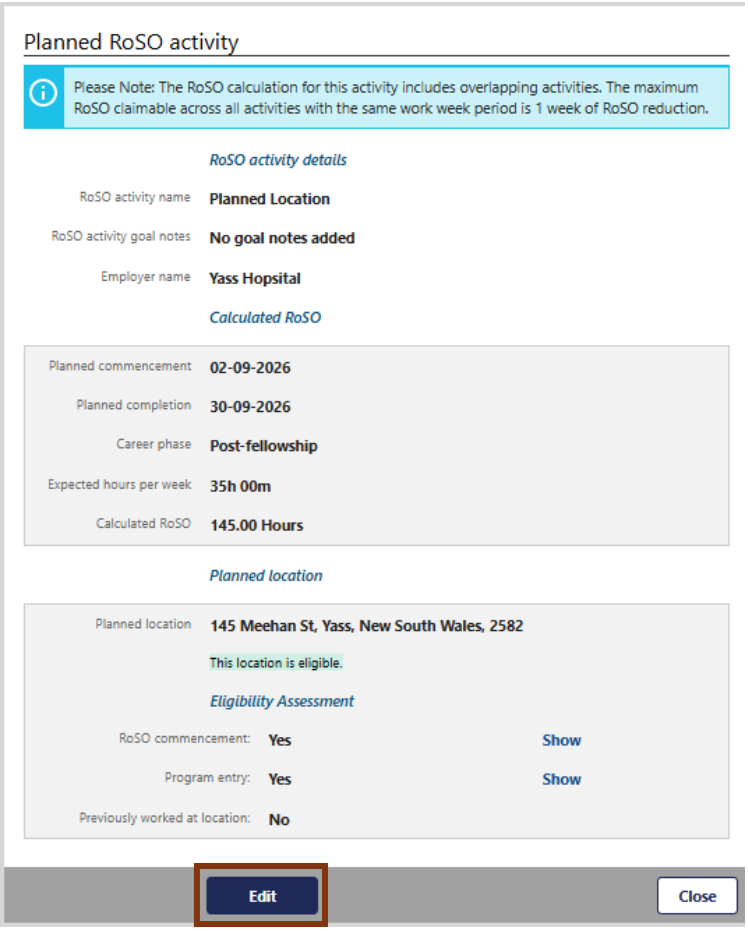
When activating or editing a current RoSO activity, click on '**Add a full address'** to enter additional locations.

Edit a planned RoSO activity

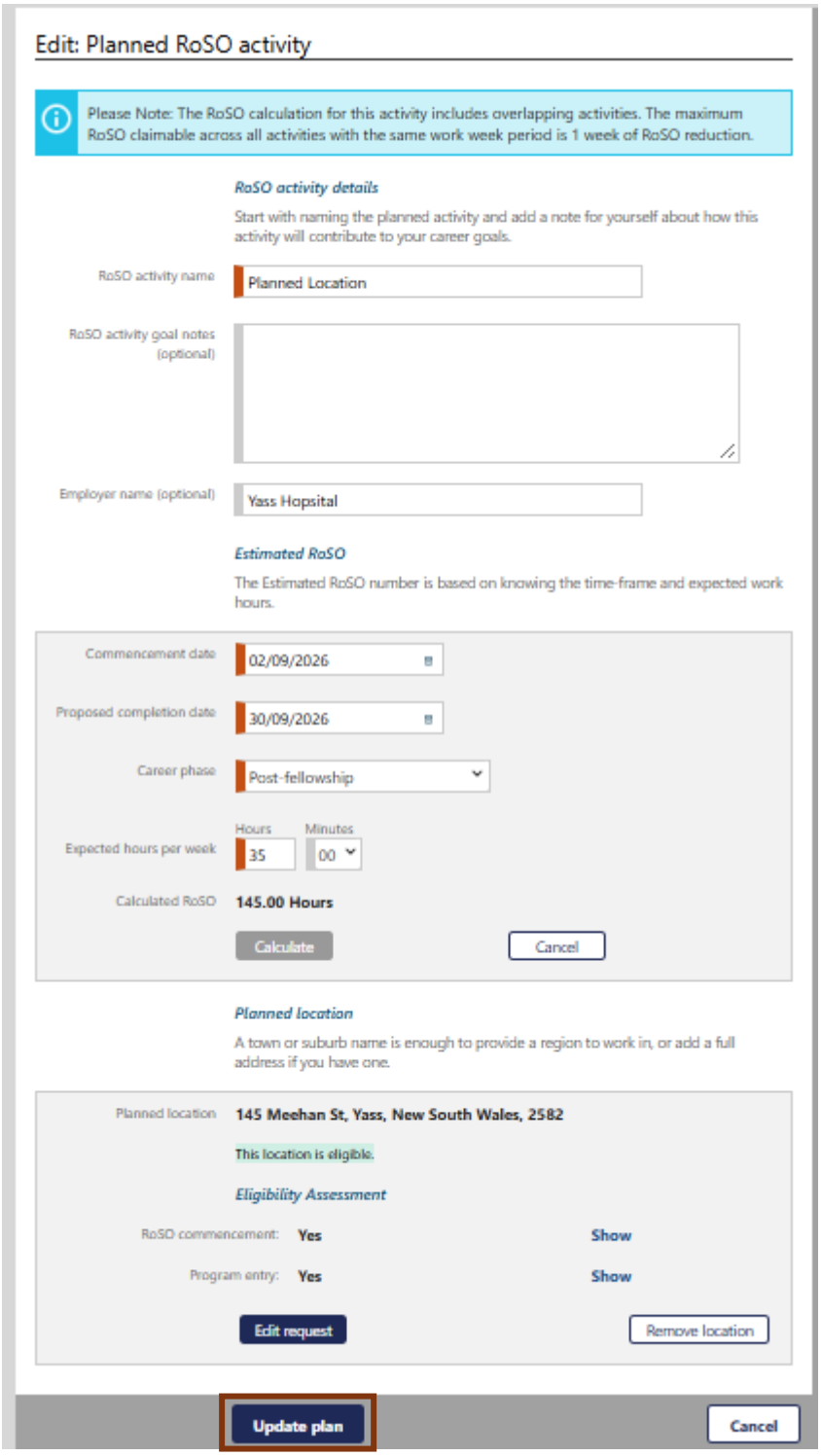
You can edit a '**Planned RoSO activity**' by selecting the RoSO activity name in blue text in the '**RoSO Activity planning**' accordion.



On the '**Planned RoSO activity**', select **'Edit'**.



Update the relevant information and select '**Update plan**'.

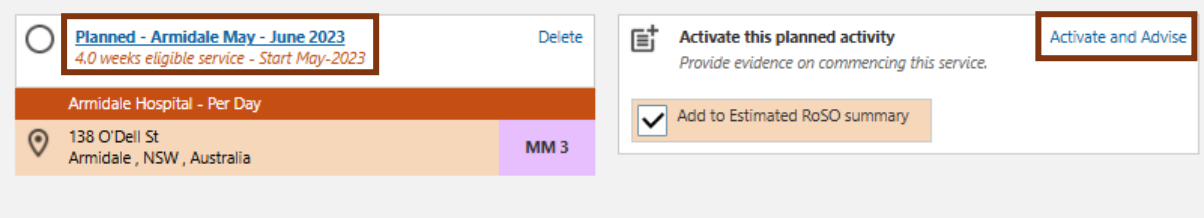


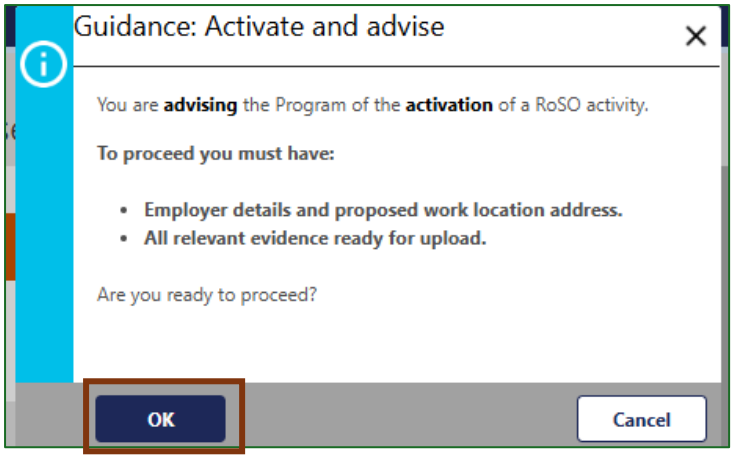
Activating a planned RoSO activity

Once you commence eligible work, you must activate the corresponding planned activity by confirming your work location and start date and uploading sufficient evidence.

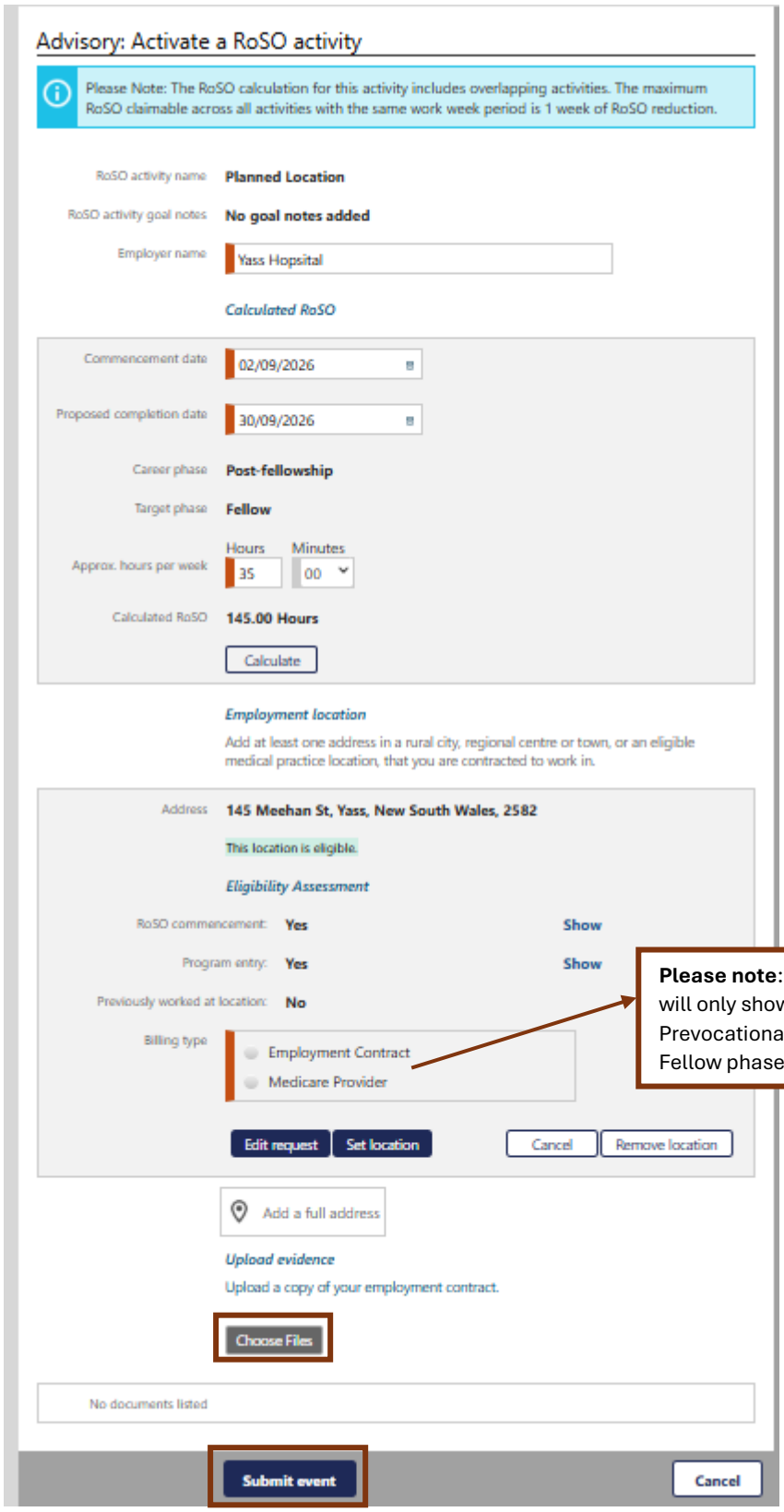
Your planned RoSO activities are shown in blue text under the '**RoSO activity planning**' accordion of your '**Manage my RoSO**' page.

To activate a planned RoSO activity, select '**Activate and Advise**' and then '**OK**'.





Complete the mandatory orange fields in the '**Advisory: Activate a RoSO activity**', select **'Choose Files'** to upload your evidence, then select **'Submit event'**.



Please note: the **'Billing type'** will only show under the Prevocational, Vocational and Fellow phases.

Your activation evidence must be a signed employment contract, signed letter of agreement from your employer, or a statutory declaration, and include:

- Your name
- Position title
- Employer name
- Planned start and end dates
- Addresses of your planned eligible work location/s
- Anticipated weekly hours worked in eligible locations
    - If you work less than 20 eligible hours for some or all weeks (Sunday to Saturday), you must enter less than 20 hours as your weekly amount when activating, so BRoSS will allow you to record your RoSO as per day

If submitting a statutory declaration, the following activation evidence template can be used:

[Dr Name] has been engaged as a [position title] with [employer name].

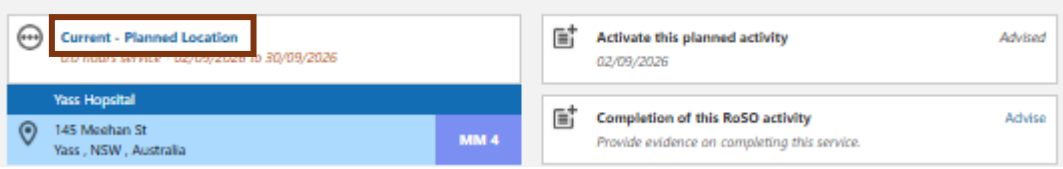
This work starts on [DD/MM/YY] and is [contracted to finish on DD/MM/YYYY or is an ongoing role].

This work will be undertaken at [full street address/es including state and postcode].

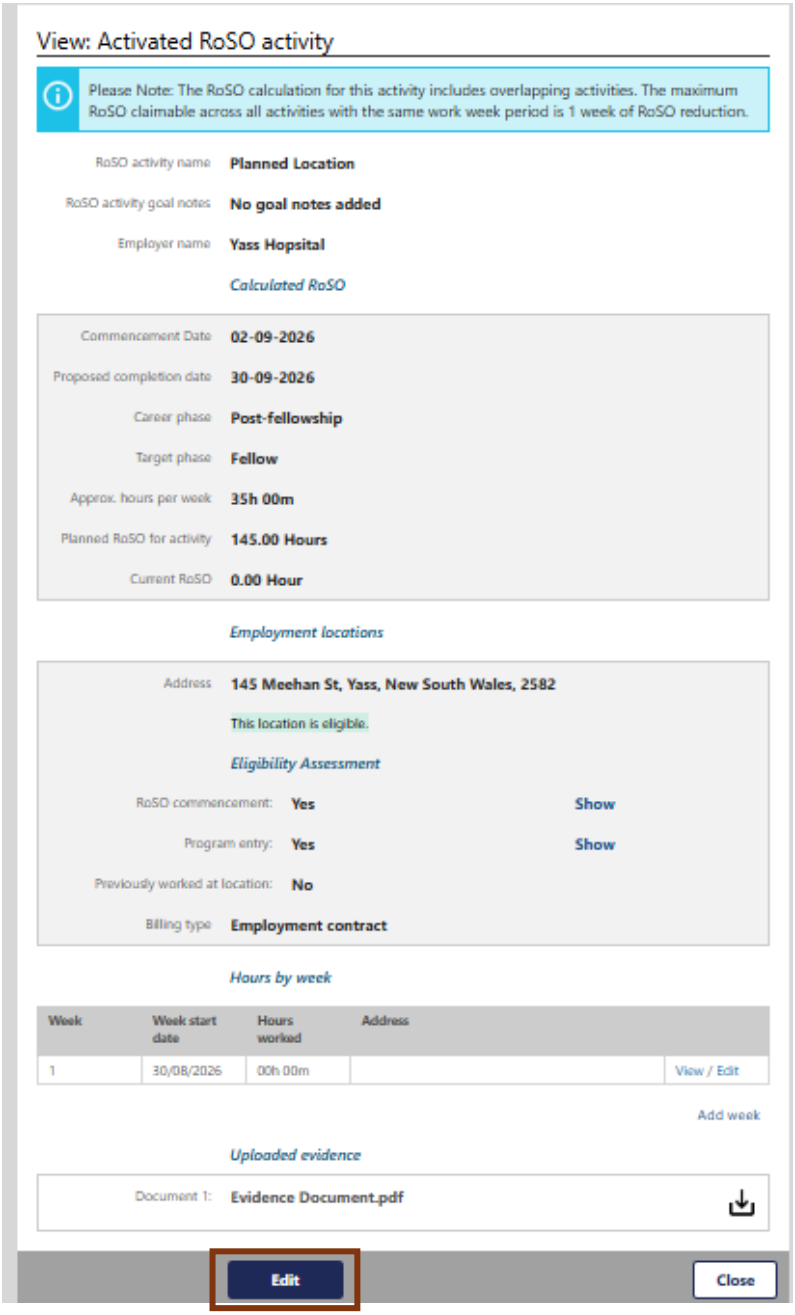
This role is for [X hours/week / casual with variable hours].

Edit an activated RoSO activity

Select the current activity name (in blue) from the relevant career phase accordion.



On the '**View: Activated RoSO activity'** page, select '**Edit'**, update the details as applicable and select '**Save'**.



Australian Government
Department of Health, Disability and Ageing

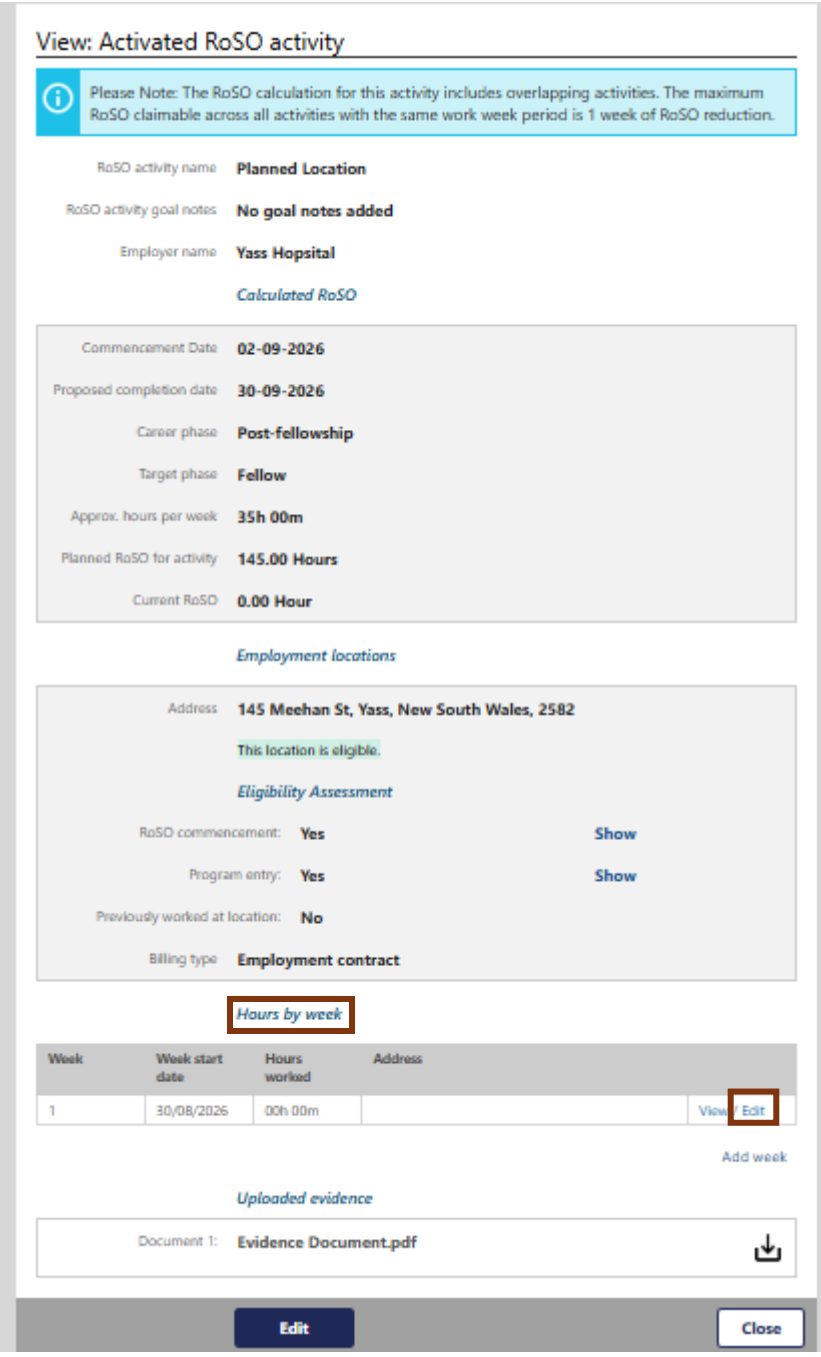
BRoSS Bonded Return of Service System

Recording your work hours in the 'Hours by week' table

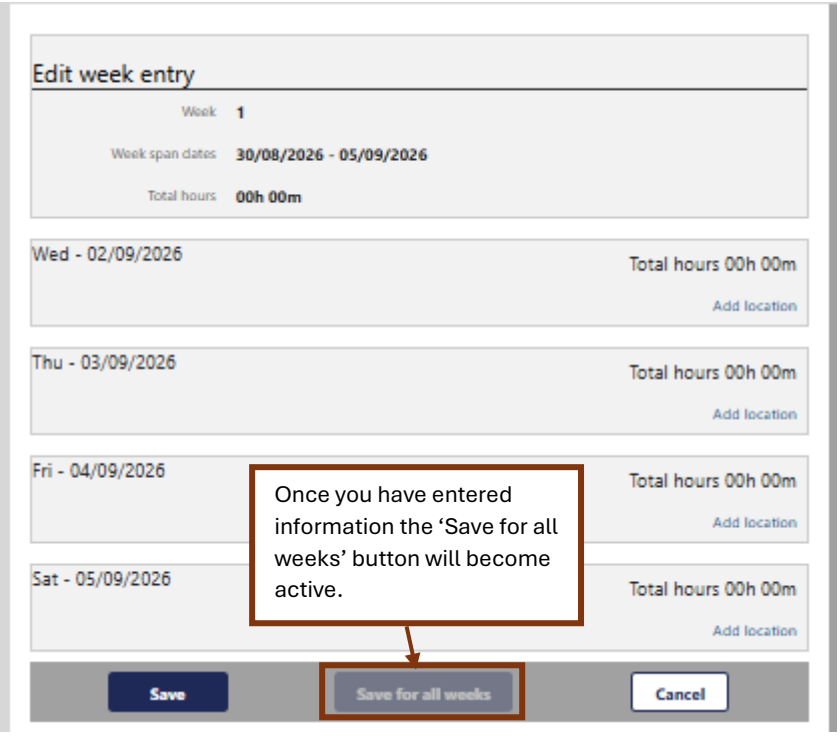
You must record your RoSO in the hours by week table.

BRoSS calculates one week as 7 days, from Sunday through to Saturday. Only the first 35 hours worked per week count toward reducing your 1820-hour total.

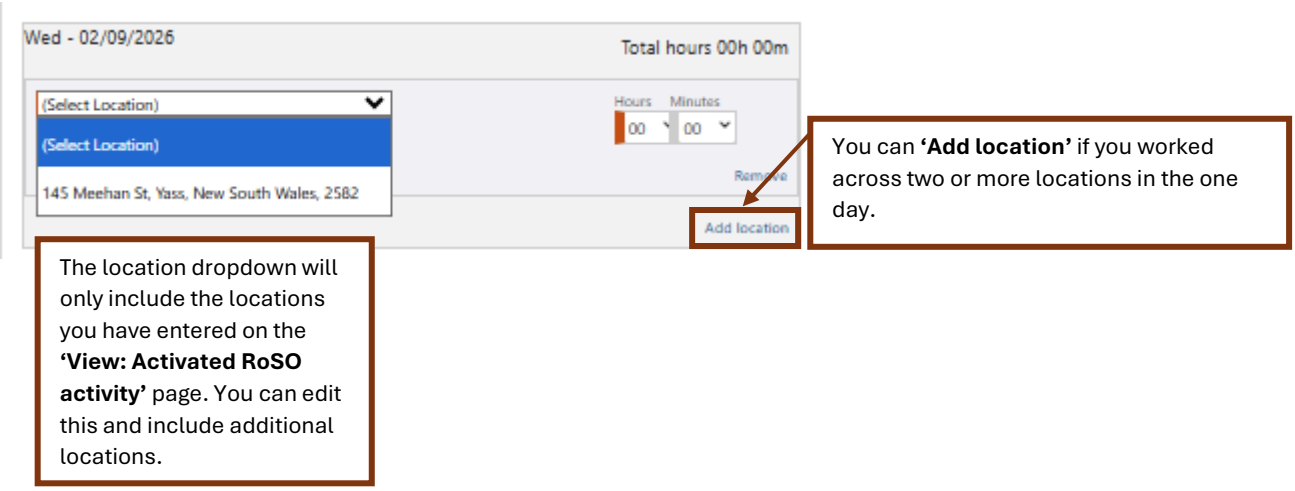
On the '**View: Activated RoSO activity**' page, scroll down to the '**Hours by week**' section and select '**Edit**' against the current week to enter your hours and locations (If the week is not listed, select **Add week**).



The '**Edit week entry**' page will open.

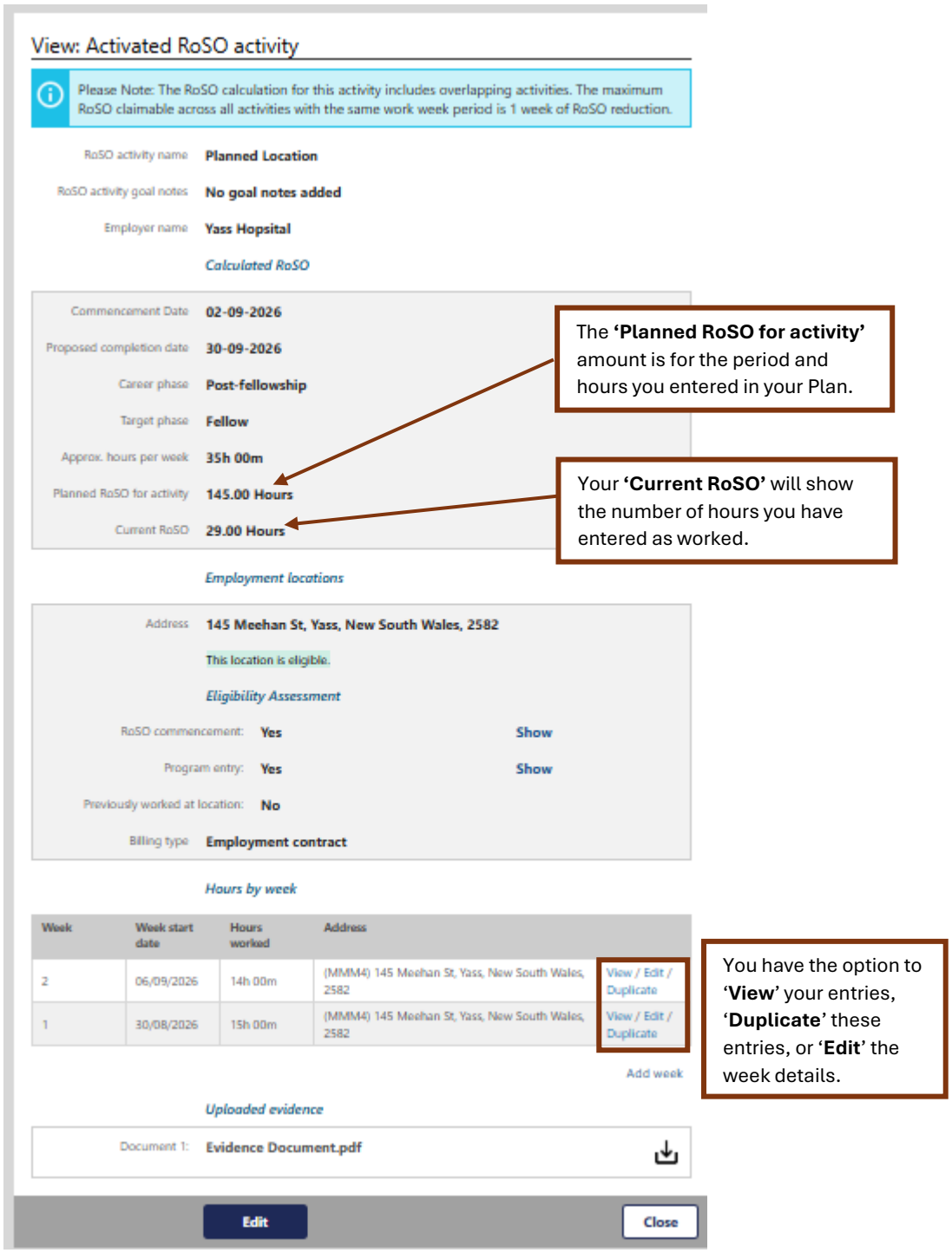


Select '**Add location**' link and record the location(s) and hours for each day worked.



Once you have entered the relevant information, select '**Save**' at the bottom of the page to return to the '**View: Activated RoSO activity**' page.

Your '**Current RoSO weeks**' will update once you have accumulated greater than 20 hours of RoSO.



The **'Planned RoSO for activity'** amount is for the period and hours you entered in your Plan.

Your **'Current RoSO'** will show the number of hours you have entered as worked.

You have the option to '**View**' your entries, '**Duplicate**' these entries, or '**Edit**' the week details.

Completing a RoSO activity

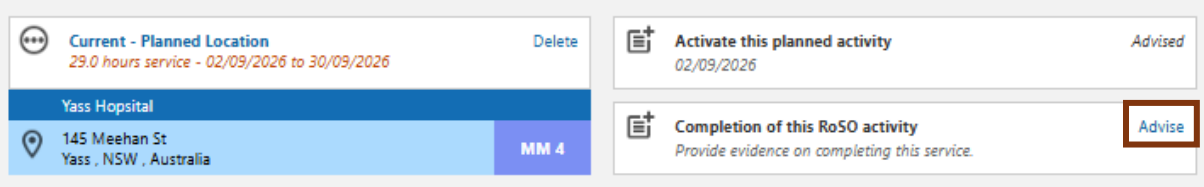
You must complete activated RoSO activities within one year of completing work at an eligible location and upload evidence confirming the work aligns with the corresponding RoSO activity.

Your completion evidence must be either:

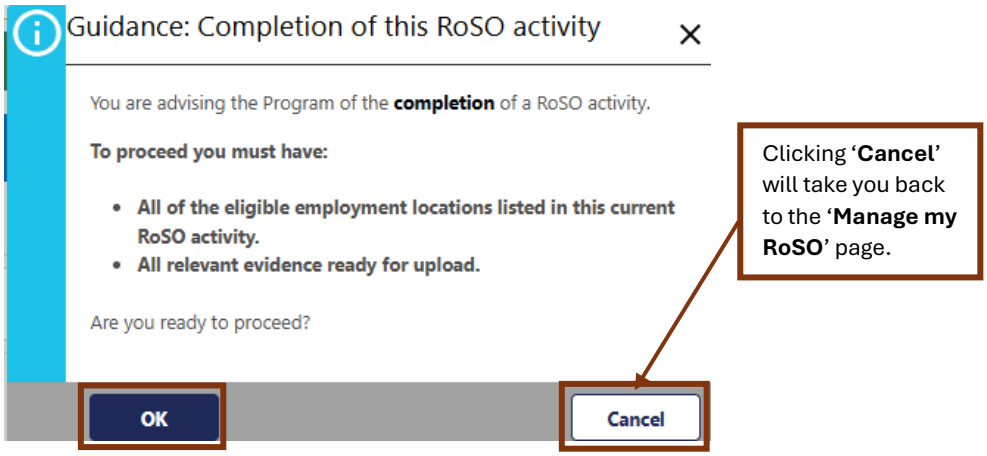
- A signed employer letter dated after the activity's completion date, or
- A statutory declaration dated after the activity's completion date.

From the '**Manage my RoSO**' page, open the applicable phase accordion and select the relevant RoSO activity.

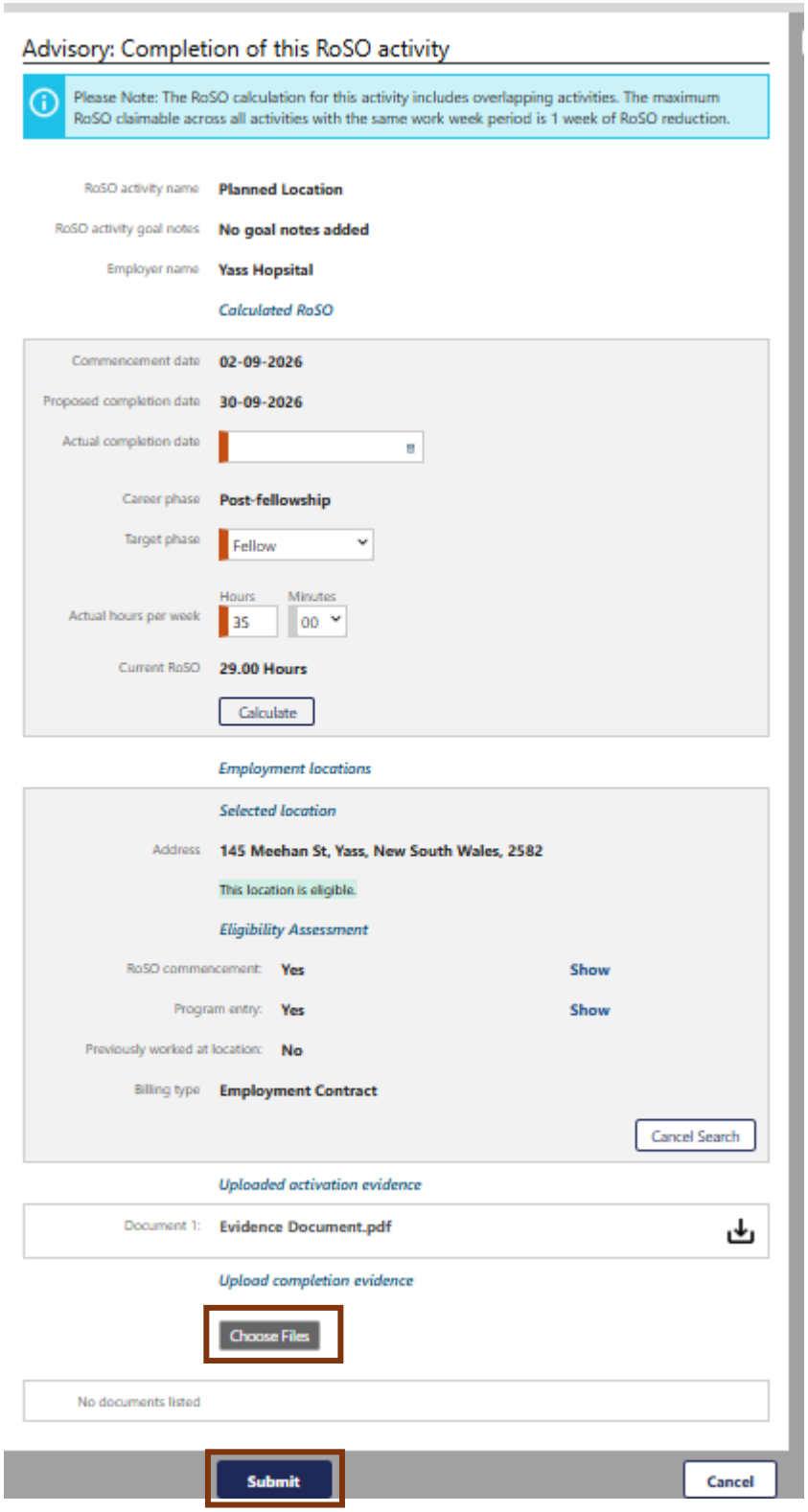
On the '**Completion of this RoSO activity**' tile, select '**Advise**'.



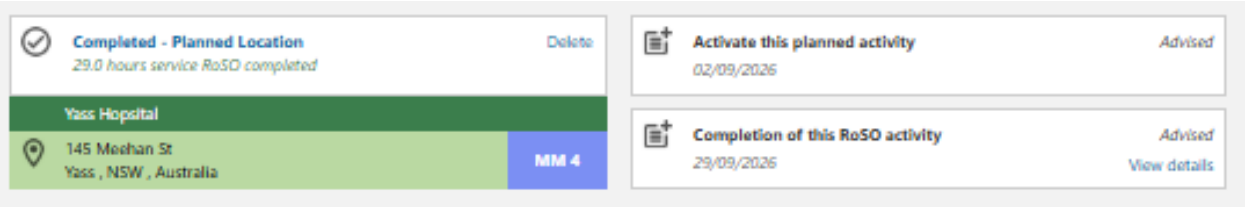
Review the guidance and select '**OK**' when you are ready to proceed.



In the '**Advisory: Completion of this RoSO activity**' complete the mandatory orange fields, select '**Choose files**' to upload your evidence, then select **'Submit'**.



Your completed RoSO activity will now show as green in your RoSO activity list and RoSO summary bar.



Please note that the department reviews all completed RoSO to confirm eligibility.

Edit a completed RoSO activity

On the **'View: Complete RoSO Activity'** page, you can '**Edit**' the information (if required) or select '**Close**' to exit. Any changes to a completed RoSO activity will require you to upload additional evidence.

