



PROGRAM RULES

Administrative Support to Pharmacy Schools Scheme

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Australian Government
Department of Health and Aged Care

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TABLE OF CONTENTS

| | | |
|---|---|---|
| 1 | INTRODUCTION | 1 |
| 2 | DEFINITIONS | 1 |
| 3 | BACKGROUND | 1 |
| 4 | ELIGIBILITY REQUIREMENTS | 1 |
| 5 | PARTICIPATION REQUIREMENTS | 2 |
| 6 | REPORTING REQUIREMENTS | 2 |
| 7 | IMPORTANT INFORMATION | 2 |
| 8 | AUDIT AND COMPLIANCE REQUIREMENTS | 2 |
| 9 | RESOURCES | 3 |

ADMINISTRATIVE SUPPORT TO PHARMACY SCHOOLS SCHEME

1 INTRODUCTION

This document outlines the Program Rules governing the Administrative Support to Pharmacy Schools Scheme (ASPSS). This document must be read in conjunction with the *Pharmacy Programs Administrator General Terms and Conditions* (General Terms). Definitions in the General Terms apply to these Program Rules.

The ASPSS is an initiative of the Rural Pharmacy Workforce Program (RPWP). The RPWP is designed to strengthen and support the rural pharmacy workforce, and in turn increase access to quality pharmacy services and Pharmaceutical Benefits Scheme medicines for Patients residing in rural and remote regions of Australia.

2 DEFINITIONS

ASPSS means Administrative Support to Pharmacy Schools Scheme.

ATSIPSS means Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme.

RPSPA means Rural Pharmacy Student Placement Allowance.

RPSS means Rural Pharmacy Scholarship Scheme.

RPWP means Rural Pharmacy Workforce Program.

Universities means a provider of pharmacy undergraduate or graduate entry courses leading to a registrable qualification as a Pharmacist.

3 BACKGROUND

The ASPSS provides financial support to universities to facilitate placements for students in rural and remote areas, and to promote the RPSPA, RPSS and ATSIPSS.

4 ELIGIBILITY REQUIREMENTS

Australian universities that provide pharmacy undergraduate or graduate entry courses leading to a registrable qualification as a Pharmacist are eligible to participate. Additionally, the university must be registered for the RPSPA Program.

ADMINISTRATIVE SUPPORT TO PHARMACY SCHOOLS SCHEME

5 PARTICIPATION REQUIREMENTS

Eligible universities must enter into a formal agreement with the Pharmacy Programs Administrator and agree to:

- Organise rural placements for students in accordance with the RPSPA Program Rules
- Publicise and promote the RPSPA, RPSS and ATSIPSS where appropriate
- Acknowledge financial assistance provided by the Department of Health and Aged Care (the Department) through the ASPSS in any promotional material or public statements made in relation to the RPSPA, RPSS and ATSIPSS
- Comply with the reporting requirements detailed below.

6 REPORTING REQUIREMENTS

Universities participating in the Scheme will be contracted by the Pharmacy Programs Administrator to deliver the ASPSS. Universities are required to report on a six-monthly basis. Copies of reports may be provided to the Department. Reporting requirements will be detailed in the contract and will include:

- Progress Reports that includes details of the specific activities that have been undertaken using the funding. This includes the elements of the RPWP that have benefitted from the funding and promotional activities relating to the RPSPA, RPSS and ATSIPSS
- Statements of Income and Expenditure, in a format acceptable to the Pharmacy Programs Administrator
- Audited Financial Statements to cover the most recent financial year
- A Final Report (to be provided when the university's participation in the Program has ceased).

7 IMPORTANT INFORMATION

The Pharmacy Programs Administrator will provide the Department with information about the Scheme, the use of funds under the Scheme and any issues that may arise in relation to a particular circumstance.

8 AUDIT AND COMPLIANCE REQUIREMENTS

Service Providers must retain full and true records (including all patient consent forms) in relation to the provision of services for not less than seven years after the claim for payment. Such records must be kept in a manner that permits them to be conveniently and properly audited, and enables the amounts claimed as well as the services provided under the General Terms and these Program Rules to be determined. Service Providers may be subject to audits by the Department (or its representative) to ensure that the General Terms and these Program Rules have been complied with, and must provide all and any records requested as part of such audit(s).

Service Providers must also ensure that they are using current documents when obtaining information or consent from patients. Service Providers that wrongfully or incorrectly receive support and/or do not meet the requirements set out in the General Terms and these Program Rules may be subject to compliance action (as determined by the Department Pharmacy Programs Administrator) and repayment may be required. Under section 137.1 of the Criminal Code, giving

ADMINISTRATIVE SUPPORT TO PHARMACY SCHOOLS SCHEME

false and misleading information is a serious offence. If an audit/compliance action is to be conducted, Service Providers will be required to produce documentation within a specified time frame.

9 RESOURCES

ASPSS resources are available for download at <https://www.ppaonline.com.au>.



CONTACT THE SUPPORT CENTRE: 1800 951 285 | support@ppaonline.com.au