



# PROGRAM RULES

## Intern Incentive Allowance for Rural Pharmacies – Extension Program

July 2021



**Australian Government**  
Department of Health

This program is funded by the Australian Government Department of Health as part of the Seventh Community Pharmacy Agreement.

## TABLE OF CONTENTS

<b>1</b>	<b>INTRODUCTION</b> .....	<b>1</b>
<b>2</b>	<b>BACKGROUND</b> .....	<b>1</b>
<b>3</b>	<b>PARTICIPATION REQUIREMENTS</b> .....	<b>1</b>
	3.1 Pharmacy Eligibility.....	1
	3.2 Eligible Rural and Remote Locations.....	2
<b>4</b>	<b>APPLICATION PROCESS</b> .....	<b>2</b>
<b>5</b>	<b>REPORTING REQUIREMENTS</b> .....	<b>3</b>
<b>6</b>	<b>FUNDING ALLOCATION AND PAYMENT</b> .....	<b>3</b>
<b>7</b>	<b>IMPORTANT INFORMATION</b> .....	<b>4</b>
<b>8</b>	<b>AUDIT AND COMPLIANCE REQUIREMENTS</b> .....	<b>4</b>
<b>9</b>	<b>RESOURCES</b> .....	<b>4</b>

## INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES – EXTENSION PROGRAM

### 1 INTRODUCTION

This document outlines the Program Rules governing the Intern Incentive Allowance for Rural Pharmacies Extension Program (IIARP-EP). This document must be read in conjunction with the *Pharmacy Programs Administrator General Terms and Conditions* (General Terms). Definitions in the General Terms apply in these Program Rules.

The IIARP-EP is one of the Rural Pharmacy Workforce Program (RPWP) funded under the Seventh Community Pharmacy Agreement (7CPA) to support targeted programs and services that improve access to Pharmaceutical Benefits Scheme (PBS) medicines and services for people living in rural and remote regions of Australia.

RPWP is part of the suite of Rural Support Programs funded under the 7CPA to support targeted programs and services that improve access to PBS medicines and services for people living in rural and remote regions of Australia.

### 2 BACKGROUND

The IIARP-EP supports the rural pharmacy workforce by enabling Community Pharmacies in rural areas to retain a newly Registered Pharmacist for a continuous 12-month period beyond their initial intern period.

The IIARP-EP complements the existing Intern Incentive Allowance for Rural Pharmacies that aims to increase the capacity of rural Pharmacies to provide sustainable pharmacy services by providing financial support to engage a pharmacy graduate in their intern year.

The Allowance provides funding of \$20,000 (GST exclusive) to Community Pharmacies for a 12-month period. There will be a maximum of 10 Allowances available each year.

### 3 PARTICIPATION REQUIREMENTS

#### 3.1 Pharmacy Eligibility

To be considered eligible for the purposes of this Allowance the Community Pharmacy must:

1. Meet the definition of a Community Pharmacy as outlined in the General Terms
2. Be actively trading and continue to actively trade throughout the period of time the Allowance applies to
3. Be located in a rural or remote area as defined by these Program Rules
4. Agree to the reporting requirements that are set out in these Program Rules
5. Employ a newly Registered Pharmacist for a continuous period of 12 months, for whom they had acted as a preceptor during their intern year, and who meets the Pharmacist Eligibility Criteria as set out in these Program Rules
6. Agree to advise the Pharmacy Programs Administrator within 21 days in event of the following:
  - a. The Pharmacist with whom the Allowance applies ceases employment with the Community Pharmacy
  - b. The Community Pharmacy ceases to be actively trading

## INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES – EXTENSION PROGRAM

- c. The Community Pharmacy is sold in respect of all its interests
  - d. The Community Pharmacy is unable to submit reports by the due date
7. Employ a newly Registered Pharmacist who meets the criteria as defined by these Program Rules:
- a. Be an Australian citizen or a permanent resident of Australia and provide certified proof of citizenship (or permanent residency where applicable)
  - b. Be commencing their first year of work as a newly Registered Pharmacist; that is, the Pharmacist must be in the year immediately following their intern year
  - c. Must have completed their intern year at the Community Pharmacy applying for the Extension Program Allowance
  - d. Must have completed the Incentive Allowance for Rural Pharmacies Program at the Community Pharmacy applying for the Extension Program Allowance
  - e. Must be employed by the Community Pharmacy for 12 continuous months.

### 3.2 Eligible Rural and Remote Locations

For the purpose of the Intern Incentive Allowance Extension Program, 'Rural and Remote' locations will be determined by the Modified Monash Model (MMM). Information regarding the Modified Monash Model can be viewed here: <https://www.health.gov.au/health-topics/health-workforce/health-workforce-classifications/modified-monash-model>.

The Community Pharmacy must be located in a Modified Monash (MM) Category 5 to Category 7 location to be deemed eligible for the program.

MM categories for a particular location can be viewed on the Australian Government's Health Workforce Locator website: <https://www.health.gov.au/resources/apps-and-tools/health-workforce-locator/health-workforce-locator>.

The Pharmacy Programs Administrator (PPA) reserves the right to determine whether a location is deemed eligible based on the MM categories above.

## 4 APPLICATION PROCESS

Eligible Community Pharmacies must first register for the IIARP-EP on the Pharmacy Programs Administrator [Portal](#).

After successfully registering for the Program, the Community Pharmacy must then submit an official electronic application form and supply all required documentation.

Please note: The Community Pharmacy must submit an application in order to be considered for payment of an Allowance; simply registering for the Program is not considered a completed application.

Application forms can be completed and submitted via the Pharmacy Programs Administrator [Portal](#). A Community Pharmacy may only receive one Allowance in each 12-month period.

Applications may be submitted up to 60 days prior to the newly Registered Pharmacist's completion of their intern year with the Community Pharmacy, or no later than 90 days after the commencement of employment of the Pharmacist. Applications received outside of these time frames will not be accepted.

## INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES – EXTENSION PROGRAM

A newly Registered Pharmacist must have completed the Incentive Allowance for Rural Pharmacies Program (IIARP) during their intern year to be eligible for the IIARP-EP. Newly Registered Pharmacists who have completed an intern year at the Community Pharmacy without participating in the IIARP Program will not be eligible for the IIARP-EP.

Formal notice of payment of the Allowance will be provided to the Community Pharmacy via email if and where all Eligibility Criteria are met. Unsuccessful applications may be resubmitted if a change of Program Eligibility Criteria cause the application to become eligible.

The Pharmacy Programs Administrator and/or the Australian Government may at any time request evidence from the Community Pharmacy in receipt of the Allowance to substantiate the employment of the Pharmacist to whom the Allowance applies.

### 5 REPORTING REQUIREMENTS

The Community Pharmacy must agree to provide a Mid Placement Report and an End Placement Report using a reporting template by the stipulated due date of the report.

The newly Registered Pharmacist employed by the Community Pharmacy for the purposes of the Allowance will also be required by the Pharmacy Programs Administrator to complete an End Placement Feedback Form.

### 6 FUNDING ALLOCATION AND PAYMENT

The Allowance provides funding of \$20,000 (GST exclusive) to Community Pharmacies for a 12-month period.

Allowances are limited on the basis of available funds. Lodging an application form does not guarantee receipt of an Allowance. Consequently, applications satisfying the Eligibility Criteria will not necessarily receive payment of an Allowance.

Payments will be made electronically based on the bank account details that are provided as part of the Portal registration process. Community Pharmacies will be required to complete a Recipient Created Tax Invoice Form (RCTI) in order to receive payment.

The Allowance will be apportioned as follows:

- A payment of \$7,500 (GST exclusive) will be made within 28 days of approval of an application
- A subsequent payment of \$7,500 (GST exclusive) will be made within 28 days of acceptance of the Mid Placement Report covering the first six months of the employment of the Pharmacist
- Final payment of \$5,000 (GST exclusive) will be made within 28 days of acceptance of the End Placement Report covering the 12-month employment period of the Pharmacist.

The Allowance payable to the Community Pharmacy may be adjusted to take into account any change in the period of employment of the Pharmacist. Any adjustments will be made at the discretion of the Pharmacy Programs Administrator. The Pharmacy Programs Administrator reserves the right to seek the repayment of portions of the Allowance that have been overpaid as a result of a change in Pharmacy ownership or the period of employment of the Pharmacist.

## 7 IMPORTANT INFORMATION

The receipt of the Allowance does not disqualify the Community Pharmacy from receiving other forms of support for rural pharmacy practise.

Allowances are limited on the basis of available funds. Lodging an application does not guarantee receipt of an Allowance. Consequently, applicants satisfying the Eligibility Criteria will not necessarily receive payment of an Allowance.

The Pharmacy Programs Administrator may provide the Australian Government with information about the assessment and allocation of the Allowance and on any legal issues that may arise in relation to a particular application.

## 8 AUDIT AND COMPLIANCE REQUIREMENTS

Program applicants must retain full and true records in relation to the receipt and use of the allowance for not less than seven years after receipt of the allowance. Such records must be kept in a manner that permits them to be conveniently and properly audited. Program applicants may be subject to audits by the Australian Government Department of Health (or its representative) to ensure that the allowance is paid and used in accordance with the General Terms and these Program Rules, and must provide all and any records requested as part of such audit(s).

Program applicants 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 Australian Government Department of Health or Pharmacy Programs Administrator) and repayment may be required. Under section 137.1 of the Criminal Code, giving false and misleading information is a serious offence. If an audit/compliance action is to be conducted, Program applicants will be required to produce documentation within a specified time frame.

## 9 RESOURCES

IIARP-EP resources are available for download at [Pharmacy Programs Administrator website](#).



**CONTACT THE SUPPORT CENTRE:** 1800 951 285 | [support@ppaonline.com.au](mailto:support@ppaonline.com.au)