



**Pharmacy Programs
Administrator**

PROGRAM RULES

Rural Intern Training Allowance

July 2024



Australian Government
Department of Health and Aged Care

This program is funded by the Australian Government Department of Health and Aged Care.

TABLE OF CONTENTS

1	INTRODUCTION	1
2	BACKGROUND	1
3	ALLOWANCE VALUE	1
4	PARTICIPATION REQUIREMENTS	1
	4.1 Eligibility of Applicants.....	1
	4.2 Eligible Expenses	2
	4.3 Eligible Rural Locations.....	3
5	APPLICATION PROCESS	3
	5.1 Application Submission.....	3
	5.2 Required Documentation	3
6	IMPORTANT INFORMATION	3
7	AUDIT AND COMPLIANCE REQUIREMENTS	4
8	RESOURCES	4
	APPENDIX A – TRAVEL LOG BOOK	5

RURAL INTERN TRAINING ALLOWANCE

1 INTRODUCTION

This document outlines the Program Rules governing the Rural Intern Training Allowance (RITA) Program. 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.

RITA is funded by the Department of Health and Aged Care (the Department) to support targeted programs and services that improve access to Pharmaceutical Benefits Scheme medicines and services for people living in rural and remote regions of Australia.

2 BACKGROUND

RITA provides financial support to assist Intern Pharmacists from rural and remote areas to access compulsory Intern Training Program activities. The Allowance is awarded to Intern Pharmacists only.

The Allowance is intended to defray travel and accommodation costs associated with undertaking compulsory intern training workshops, training days and examinations.

Travel and accommodation costs for all other eligible Compulsory Professional Development events attended by Intern Pharmacists should be claimed through the [Continuing Professional Education Allowance](#).

3 ALLOWANCE VALUE

Eligible Intern Pharmacists are able to claim up to a maximum of \$1,500 per financial year.

Please note that RITA is designed to contribute towards the costs incurred, not necessarily cover all costs.

The Pharmacy Programs Administrator will reserve the right to deem what costs will be considered as “reasonable” in relation to the Allowance.

4 PARTICIPATION REQUIREMENTS

4.1 Eligibility of Applicants

Applicants must:

- Be an Australian citizen or permanent resident and provide certified documents to demonstrate this
- Be an Intern Pharmacist who is eligible to undertake intern training requirements, having already completed a pharmacy course approved by the Pharmacy Board of Australia
- Be residing and undertaking their intern year in a rural or remote area of Australia as defined by these Program Rules
- Provide evidence to substantiate their claims, including documents demonstrating attendance at an exam, workshop or training day that is a compulsory part of their Intern Training Program.

Receipt of the Allowance does not disqualify the applicant from receiving other awards that support rural and remote pharmacy practice.

RURAL INTERN TRAINING ALLOWANCE

4.2 Eligible Expenses

Applicants may only apply for reimbursement of travel and accommodation costs for attending events that are compulsory parts of their Intern Training Program, such as:

- Compulsory training days
- Compulsory workshops
- Compulsory exams.

Funding will not be considered for:

- Any event that is not a compulsory part of the Intern Training Program
- Any fees associated with attendance at the training days, workshops or exams
- Any overseas workshops, training days or exams
- Meals
- Car hire
- Travel to and from the applicant's accommodation venue and training venue.

Travel Expenses

When claiming travel costs associated with participating in a compulsory intern activity, applicants should also ensure the following:

- That any travel being claimed by the applicant must have occurred within one week prior to the compulsory activity commencing and one week after the end date of the activity to be deemed eligible for reimbursement under the Program
- That the travel undertaken was from the applicant's place of residence to the location of the compulsory activity and back. Travel to another location on the way to or from the activity (unless as a required stopover) will not be eligible for payment.

The minimum distance claimable for car travel is 200 km and the maximum distance claimable is 500 km. The car travel must be part of a round trip from your home to the compulsory Intern Training Program activity and home again.

Taxi or rideshare fares are limited to \$100 per trip.

Accommodation Expenses

When claiming accommodation costs associated with participating in a compulsory intern event, only the following costs will be eligible for reimbursement:

- A maximum of \$200 per night for each eligible night of accommodation
- The night directly preceding the CPD event and the night/s of the event.

Commercial accommodation that has been paid for by the claimant is the only form of eligible accommodation. Private accommodation will not be considered.

RURAL INTERN TRAINING ALLOWANCE

4.3 Eligible Rural Locations

For the purpose of the RITA, 'rural and remote' will be determined by the Modified Monash Model (MMM). Applicants must be residing in and completing their intern training year in a MM Category 3 to Category 7 location.

MMM categorisation for a particular location can be found by visiting the [MMM website](#).

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

5 APPLICATION PROCESS

5.1 Application Submission

Applicants must first register as an Intern Pharmacist in order to register for the Rural Intern Training Allowance Program through the Pharmacy Programs Administrator [Portal](#) (the Portal).

After successfully registering for the Program, the applicant must then submit claims via the Portal and attach all required documentation.

A separate claim must be submitted for each compulsory event.

Claims will only be accepted on completion of the event. All claims must be received by the Pharmacy Programs Administrator within 60 days of the conclusion of the event.

Claims submitted past the 60 days will not be accepted.

5.2 Required Documentation

Applications must also be accompanied by supporting documentation that includes, but is not limited to:

- Receipts detailing eligible expenditure
- Proof of Australian citizenship or permanent residency
- Documentation demonstrating attendance at an exam, workshop or training day that is a compulsory part of the applicant's Intern Training Program.

Items for which no official tax invoice can be provided will not be funded.

Eligible applicants must provide a travel log book as evidence to support any car travel being claimed (refer to the Travel Log Book). When calculating car travel expenses using the applicant's own vehicle, for activities commencing on or after 1 October 2022, the amount provided will be calculated at a rate of 78 cents per kilometre. For activities on or after 1 July 2024, the amount provided will be calculated at a rate of 88 cents per kilometre.

6 IMPORTANT INFORMATION

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

RURAL INTERN TRAINING ALLOWANCE

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

The Pharmacy Programs Administrator and/or the Department may at any time request evidence from the Applicant in receipt of the Allowance to substantiate registration and expenditure. The Pharmacy Programs Administrator may also verify proof of attendance with course providers.

7 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 Department (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 Department 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.

8 RESOURCES

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



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

RURAL INTERN TRAINING ALLOWANCE

APPENDIX A – TRAVEL LOG BOOK

Applicant Name	
Event Name	

Date	Start Suburb & Postcode	Finish Suburb & Postcode	Start Odometer	Finish Odometer	Distance Travelled	Comments

Note: This form is for general information only and does not constitute tax advice.