PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – ABORIGINAL AND TORRES STRAIT ISLAND PHARMACY ASSISTANT TRAINING SCHEME

ATSIPATS PROGRAM REGISTRATION ........................................................................... 1
ATSIPATS APPLICATION ............................................................................................ 2
ATSIPATS MID TERM TRAINING REPORT ................................................................. 3
ATSIPATS FINAL TRAINING REPORT ........................................................................ 4
ATSIPATS PROGRAM REGISTRATION

This guide will provide an overview of how to register for the ATSIPATS program

1. Open the Home page to display a list of approved programs for a Service Provider

2. To Register for a new program, click the Register for New Program link

3. The Program registration screen will display a list of all programs a service provider may register for

4. Use the drop-down list to select Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme

5. The ATSIPATS program registration information will be displayed as below

6. The user must click on the Submit Registration Button after reading the declaration, in order to be approved for program registration.
ATSIPATS APPLICATION

To be able to make an application for the ATSIPATS Program you must first be registered for the program.

1. Once logged into the Pharmacy Programs Administrator portal, click on the button to access a list of approved program registrations against one or more service providers (Screen shot below)

2. Click on the View button (red box in screen shot below) to make a claim against a program under the relevant service provider

3. Once you have clicked on View, the following screen will display. Ensure “ATSIPATS Application” tab is selected, and click “New Record”.

Program: Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme (ATSIPATS),

4. The following screen will display (part of form shown).

5. Complete the fields as required.

6. You can either Save (and come back to the form) or you can press submit.

7. You will be able to view all records if you click on the “Show All” button
ATSIPATS MID TERM TRAINING REPORT

To be able to claim for the ATSIPATS Program you must first be registered for the program.

1. Once logged into the Pharmacy Programs Administrator portal, click on the **Home** button to access a list of approved program registrations against one or more service providers (Screen shot below).

2. Click on the **View** button (red box in screen shot below) to make a claim against a program under the relevant service provider.

3. Once you have clicked on **View**, the following screen will display. Ensure “ATSIPATS Mid Term Training Report” is selected and click on “**New Record**”.

Program: Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme (ATSIPATS),

4. The following screen will display (part of form shown).

5. Complete the fields as required

6. You can either **Save** (and come back to the form), or you can press **Submit**

7. You will be able to view all records if you click on the “**Show All**” button.
ATSIPATS FINAL TRAINING REPORT

To be able to claim for the ATSIPATS Program you must first be registered for the program.

1. Once logged into the Pharmacy Programs Administrator portal, click on the button to access a list of approved program registrations against one or more service providers (Screen shot below).

2. Click on the View button (red box in screen shot below) to make a claim against a program under the relevant service provider.

3. Once you have clicked on View, the following screen will display. Ensure the “ATSIPATS Final Training Report” tab is selected and then the “New Record” button.

Program: Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme (ATSIPATS),

ATSIPATS Application | ATSIPATS Mid Term Training Report | ATSIPATS Final Training Report

ATSIPATS Final Training Report

New Record | Show All

4. The following screen will display (part of form shown)

5. Complete the fields as described in the following table.

6. You can either Save (and come back to the form), or you can press submit.

7. You will be able to view all records if you click on the “Show All” button.