



IHSPS PROGRAM

Registration and workflow
for Aboriginal Community
Controlled Health
Organisations

July 2021

INTRODUCTION

The Indigenous Health Services Pharmacy Support (IHSPS) Program is funded under the Seventh Community Pharmacy Agreement (7CPA) to support quality use of medicines (QUM) services and aims to reduce adverse events and associated hospital admissions or medical presentations.

This document outlines instructions specific to Aboriginal Community Controlled Health Organisations (ACCHO). This document must be read in conjunction with the IHSPS Program Rules and the Pharmacy Programs Administrator (PPA) General Terms and Conditions (General Terms). Definitions in the General Terms apply to these Program Rules. Definitions in the General Terms of the Program Rules apply to this document.

1. Annual Registration

To participate, **all** ACCHOs are required to complete an Annual Registration Form. The registration form requires authorisation by the organisation's Chief Executive Officer (CEO), or equivalent.

The completed form will then be sent via email to the PPA Inbox <IHSPS@ppaonline.com.au>. You will then receive an automatically generated email - please accept this as confirmation the documents have been received by the PPA and will be assessed in due course. Should any further information be required, we will contact the Main Authorised Person as indicated on your registration form.

Following the end of the registration period, and as soon as it is notified by the Department, the PPA will advise each ACCHO of its funding allocation.

2. Declaration

Once funding has been allocated, if you have chosen not to delegate authority to a Service Provider, you will be asked to make a declaration and provide relevant information to allow the PPA to register you as a Service Provider on the PPA Portal to receive funds. This should be submitted at the same time as your Work Plan.

3. Annual Work Plan Development and Submission

ACCHOs **which have not delegated authority to a Service Provider to act on their behalf**, will be required to develop an Annual Work Plan which involves distributing the annual budget across the 'Support Activities' outlined in the Program Rules.

Upon completion, the Annual Work Plan must be submitted via email to NACCHO <qum@naccho.org.au> for review and final approval by the Department.

If approved, you will receive an email from NACCHO confirming acceptance of your Annual Work Plan.

4. Progress Report Submission

Participating ACCHOs **which have not delegated authority to a Service Provider to act on their behalf** will be required to provide six-monthly Progress Reports including progress and financial reporting, where appropriate, against the Annual Work Plan.

Progress Reports must be sent via email to NACCHO <qum@naccho.org.au>

Where any of the required documents are not submitted by the due date as outlined in the Program Rules, the Program Participant will forfeit the deliverable payment and not be eligible to participate in the remainder of the program cycle, unless there are exceptional circumstances.

INDIGENOUS HEALTH SERVICES PHARMACY SUPPORT PROGRAM - ACCHOS

Figure 1: Key activities for Program cycle FY21/22

