



Pharmacy Programs
Administrator

IHSPS PROGRAM

Registration and workflow
for Service Providers
working with an ACCHO

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 Service Providers **who have delegate authority to act on behalf of an 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, an ACCHO is required to complete an Annual Registration Form. In this form they may choose to delegate authority to one Service Provider to act on their behalf for the Program Cycle.

As a Service Provider you are not required to submit anything during this step.

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

2. Annual Work Plan Development and Submission

Once funding has been allocated, the Service Provider will be required to develop an Annual Work Plan which involves distributing the annual budget across the 'Support Activities' outlined in the Program Rules. This is to be done in consultation with the ACCHO.

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

Once approved, NACCHO will return the Annual Work Plan to the Service Provider to submit via the PPA Portal.

Service Providers will need to ensure they are registered for the IHSPS Program on the PPA Portal before they can upload documentation for payment. Please refer to the Portal User Guide for further guidance.

3. Progress Report Submission

Participating Service Providers will be required to provide the PPA with six-monthly Progress Reports including progress and financial reporting, where appropriate, against the Annual Work Plan.

Progress Reports should be provided via email to NACCHO <gum@naccho.org.au> for their review prior to then being submitted to the PPA Portal for approval by the Department of Health.

Please ensure you leave enough time for your Progress Reports to be reviewed by NACCHO prior to when they are due to be submitted to the PPA for approval.

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

Figure 1: Key activities for Program cycle FY21/22

