



Pharmacy Programs
Administrator

PROGRAM RULES

Rural Continuing Professional Education Allowance

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Australian Government
Department of Health

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RURAL CONTINUING PROFESSIONAL EDUCATION ALLOWANCE

1 INTRODUCTION

This document outlines the Program Rules governing the Rural Continuing Professional Education (CPE) Allowance. 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.

The Rural CPE Allowance is designed to strengthen and support the rural pharmacy workforce, which in turn will provide increased access to quality pharmacy services for Patients residing in rural and remote regions of Australia.

The Rural CPE Allowance is part of the suite of Rural Support Programs funded under the Sixth Community Pharmacy Agreement 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 Rural CPE Allowance provides financial support to assist Pharmacists from rural and remote areas to access Continuing Professional Development (CPD) activities. The Allowance may be awarded to practicing Pharmacists, Intern Pharmacists, Pharmacists preparing to re-enter pharmacy practice in rural locations or a professional educator travelling to a group of practicing Pharmacists to deliver CPD.

3 ALLOWANCE VALUE

Allowances have a maximum value of \$2,000. However, applications over \$2,000 will be considered where additional documentation is supplied to substantiate the reasons for the additional costs (e.g. airfares or other additional transport links from remote centres). These applications will be subject to review by the Pharmacy Programs Administrator.

3.1 Eligible CPE Events

The activities that are eligible to be funded through this Allowance are travel and accommodation costs associated with:

1. Participating in or delivering Group 2 accredited activities
2. Delivering Group 3 accredited activities
3. Participating in preceptor training activities
4. Participating in pharmacy workforce re-entry courses and other courses that will assist with re-entry into pharmacy practice
5. Obtaining locum relief while undertaking CPD.

Funding will not be considered for:

1. Registration fees
2. Overseas conferences

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3. Compulsory workshops and examinations for Intern Students undertaking an Intern Training Program (eligible Interns may apply for assistance with these costs through the [Rural Intern Training Allowance](#))
4. Meals
5. Locum wages
6. Car hire
7. Travel to and from an accommodation venue and a CPD venue.

4 PARTICIPATION REQUIREMENTS

4.1 Eligibility of Applicants

The Allowance is open to those who meet the eligibility criteria. Applicants must:

1. Be an Australian citizen or permanent resident and provide certified documents to demonstrate this
2. Be a practicing Pharmacist, Intern Pharmacist, a Pharmacist preparing to re-enter the workforce in a rural area, or a professional educator who travelled to a rural area to deliver CPD
3. Reside and work in a rural or remote area of Australia (this criterion does not apply to professional educators travelling to a rural area to deliver CPD)
4. Provide evidence to substantiate their claims.

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

4.2 Eligible Expenses

The Pharmacy Programs Administrator will reserve the right to deem what costs will be considered as 'reasonable' in relation to the Allowance. Applications for the Allowance must be accompanied by a complete record of expenditure and supporting documentation verifying course/conference attendance and payment details, including receipts (i.e. official tax invoices), within 60 days of completion of the activity. Items for which no official tax invoice can be provided will not be funded.

In exceptional circumstances, the Pharmacy Programs Administrator will reserve the right to make discretionary decisions if notification is received from the applicant within 60 days of completion of the event that they are having difficulty gaining receipts or supporting documentation. The Pharmacy Programs Administrator may request evidence to support such claims.

4.3 Eligible Rural Locations

For the purpose of the Rural CPE Allowance, 'rural and remote' will be determined by the Pharmacy Accessibility Remoteness Index of Australia (PhARIA). Applicants must be residing and working in a PhARIA Category 2 to Category 6 location or be a professional educator who delivered CPD in a PhARIA Category 2 to Category 6 location.

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

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

5 APPLICATION PROCESS

The applicant must submit an application via the Pharmacy Programs Administrator Portal and upload all required documentation in order to be considered for payment of the Allowance. A separate application must be submitted for each CPD event.

Applications will only be accepted following completion of the CPD event. Applications must be received by the Pharmacy Programs Administrator within 60 days of the conclusion of the CPD event. Late applications will not be accepted.

Eligible applicants must provide a travel log book as evidence to support any fuel expenses being claimed (refer to the [Travel Log Book](#)). When calculating fuel expenses, the amount provided will be calculated at a rate of 68 cents per kilometre.

Please note that some claimable activities have additional requirements, including capped amounts. 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 your accommodation and home again.

Formal notice of payment of the Allowance will be emailed to the applicant if and where all Eligibility Criteria are met.

Unsuccessful applications may be resubmitted if a change of program Eligibility Criteria causes the application to become eligible. These applications must be resubmitted within 90 calendar days after the change in the program Eligibility Criteria. The Pharmacy Programs Administrator and/or the Australian Government may at any time request evidence from the applicant in receipt of the Allowance to substantiate CPD registration and expenditure. The Pharmacy Programs Administrator may also verify proof of attendance with course providers.

6 IMPORTANT INFORMATION

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 about any issues that may arise in relation to an application.

7 RESOURCES

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



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

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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.