

# PROGRAM RULES

## Intern Incentive Allowance for Rural Pharmacies

July 2020



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## INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES

### 1 INTRODUCTION

This document outlines the Program Rules governing the Intern Incentive Allowance for Rural Pharmacies Program (IIARP). This document must be read in conjunction with the *Pharmacy Programs Administrator General Terms and Conditions* (General Terms). Definitions in the General Terms apply in these Program Rules.

The IIARP is one of the Rural Pharmacy Workforce Program (RPWP) funded under the Seventh Community Pharmacy Agreement (7CPA) to support targeted programs and services that improve access to Pharmaceutical Benefits Scheme (PBS) medicines and services for people living in rural and remote regions of Australia.

RPWP is part of the suite of Rural Support Programs funded under the 7CPA 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 IIARP provides financial support to rural Pharmacies offering a placement for new a pharmacy graduate during their intern year, thereby increasing the capacity of rural Pharmacies to provide sustainable Pharmacy services to rural and remote communities.

A maximum allowance of \$10,000 (GST exclusive) per intern may be paid to Community Pharmacies and eligible Hospital Authorities who employ a Pharmacy Intern for a continuous 12-month period in a defined rural or remote area.

A maximum allowance of \$5,000 (GST exclusive) per Intern may be made to Community Pharmacies and eligible Hospital Authorities engaging a Pharmacy Intern for a continuous six-month period.

Payments for Community Pharmacies and eligible Hospital Authorities engaging a Pharmacy Intern for a continuous period between six and 12 months may be calculated on a pro rata basis. No allowance is available for Community Pharmacies or eligible Hospital Authorities engaging a Pharmacy Intern for a period less than six months.

### 3 PARTICIPATION REQUIREMENTS

#### 3.1 Pharmacy Eligibility

To be considered eligible for the purposes of this Allowance the Community Pharmacy must:

1. Meet the definition of a Community Pharmacy as outlined in the General Terms
2. Be actively trading and continue to actively trade throughout the period of time the Allowance applies to
3. Meet the Pharmacy Board of Australia preceptor requirements
4. Be located in a rural or remote area as defined by these Program Rules
5. Agree to advise the Pharmacy Programs Administrator within 21 days in event of the following:
  - a. Any changes in the period of the placement of the Pharmacy Intern

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- b. The Pharmacy Intern ceases employment with the Community Pharmacy
  - c. The Community Pharmacy ceases to be actively trading
  - d. The Community Pharmacy is sold in respect of all its interests
  - e. The Community Pharmacy is unable to submit reports within the 30-day timeframe
  - f. The conditions of placement no longer meet the requirements under the Pharmacy Board of Australia
6. Employ a Pharmacy Intern who meets the criteria as defined by these Program Rules.

### 3.2 Hospital Authority Eligibility

To be considered eligible for the purposes of this Allowance the Hospital Authority must:

1. Be a Hospital Authority or a multi-purpose centre that:
  - a. Operates a Pharmacy
  - b. Has a full-time Pharmacist engaged who has the capacity to provide adequate supervision to a Pharmacy Intern, located in a defined rural area where there is no Community Pharmacy within a 30 km radius
2. Be a Hospital Authority or a multi-purpose centre that:
  - a. Operates a Pharmacy
  - b. Has a full-time Pharmacist engaged who has the capacity to provide adequate supervision to a Pharmacy Intern, located in a town where there is a Community Pharmacy under the following circumstances:
    - The Hospital Authority or multi-purpose centre provides confirmation in writing from the local Community Pharmacy that they are not willing or able to take an Intern
    - OR
    - The Hospital Authority or multi-purpose centre submits a joint application with a Community Pharmacy agreeing to 'share' a 12-month placement between the two sites. The share arrangements must be a 50/50 split across two sites
3. Be located in a rural or remote area as defined by these Program Rules
4. Agree to advise the Pharmacy Programs Administrator within 21 days in event of the following:
  - a. The Hospital Authority or a multi-purpose service centre ceases to have a fulltime Pharmacist engaged who has the capacity to provide adequate supervision to a Pharmacy Intern
  - b. Any changes in the period of the placement of the Pharmacy Intern
  - c. The Pharmacy Intern ceases employment with the Hospital Authority
  - d. The Hospital Authority is unable to submit reports within the 30-day time frame
  - e. The conditions of the placement no longer meet the requirements under the Pharmacy Board of Australia
5. Employ a Pharmacy Intern who meets the criteria as defined by these Program Rules.

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### 3.3 Pharmacy Intern Eligibility

To be considered eligible for the purposes of this Allowance the Community Pharmacy or Hospital Authority must employ a Pharmacy Intern who:

1. Is an Australian citizen, or a permanent resident of Australia and provides certified proof of citizenship (or permanent residency where applicable). Documentation must be received prior to the completion of the placement
2. Has completed a pharmacy course approved by the Pharmacy Board of Australia and be eligible to undertake Intern training requirements
3. Is employed by the Community Pharmacy or Hospital Authority for a minimum of six continuous months.

### 3.4 Eligible Rural and Remote Locations

For the purpose of the Allowance, the Community Pharmacy or Hospital Authority must be located in a Pharmacy Accessibility and Remoteness Index of Australia (PhARIA) Category 2-6. PhARIAs for a particular location can be found at <https://www.adelaide.edu.au/hugo-centre/services/pharia>

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

## 4 APPLICATION PROCESS

The Community Pharmacy and/or Hospital Authority must submit an official electronic application form and supply all required documentation in order to be considered for payment of an Allowance.

Application forms can be completed and submitted via the [Portal](#). A separate application must be submitted for each Pharmacy Intern.

Applications may be submitted up to 60 days prior to the commencement of the Intern. Applications must be received by the Pharmacy Programs Administrator no later than 90 days after the commencement of the internship. This rule applies in all circumstances, including any Interns waiting to receive permanent residency or Australian citizenship. Applications not received within these timeframes will not be accepted.

Formal notice of payment of the Allowance will be provided to the Community Pharmacy and/or Hospital Authority via email 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.

The Pharmacy Programs Administrator and/or the Australian Government may at any time request evidence from the Community Pharmacy and/or Hospital Authority in receipt of the Allowance to substantiate the attendance of the Pharmacy Intern.

## 5 REPORTING REQUIREMENTS

The Community Pharmacy and/or Hospital Authority must agree to provide a Mid Placement Report and an End Placement Report, using the reporting templates available on [www.ppaonline.com.au](http://www.ppaonline.com.au), by the stipulated due date of the report.

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The Pharmacy Intern employed for the purposes of the Allowance will also be required to provide an End Placement Feedback Form.

### 6 FUNDING ALLOCATION AND PAYMENT

The Allowance provides funding of \$10,000 (GST exclusive) for a 12-month placement and \$5,000 (GST exclusive) for a six-month placement. Funding for placements between six and 12 months will be calculated on a pro-rata basis.

Allowances are limited on the basis of available funds. Lodging an application does not guarantee receipt of an Allowance. Consequently, Community Pharmacies and/or Hospital Authorities satisfying the Eligibility Criteria will not necessarily receive payment of the Allowance.

Payments will be made electronically based on the bank account details that are provided as part of the Portal registration process. Community Pharmacies and/or Hospital Authorities will be required to complete a Recipient Created Tax Invoice (RCTI) form in order to receive payment.

The Allowance will be apportioned as follows:

#### Six-month placement (\$5,000 + GST)

- A payment of \$2,500 (GST exclusive) will be made within 28 days of approval of an application
- Final payment of \$2,500 (GST exclusive) will be made within 28 days of acceptance by the Pharmacy Programs Administrator of the End Placement Report covering the full six-month placement period.

#### Six to twelve month placements (pro-rata)

- A payment of \$2,500 (GST exclusive) will be made within 28 days of approval of an application
- A subsequent payment of \$2,500 (GST exclusive) will be made within 28 days of acceptance of the Mid Placement Report covering the first six months of the placement
- A final payment of the remaining period of the placement will be calculated on a pro-rata basis and will be made within 28 days of acceptance of the End Placement Report covering the full placement period.

For the purpose of calculating pro-rata amounts, placements that have a finish date before the 15th of each month will be rounded down, and placements that have a finish date on or after the 15th will be rounded up.

#### Twelve-month placement (\$10,000 + GST)

- A payment of \$5,000 (GST exclusive) will be made within 28 days of approval of an application
- A subsequent payment of \$2,500 (GST exclusive) will be made within 28 days of acceptance of the Mid Placement Report covering the first six months of the placement
- A final payment of \$2,500 (GST exclusive) will be made within 28 days of acceptance of the End Placement Report covering the full 12-month placement period.

The Allowance payable to the Community Pharmacy and/or Hospital Authority may be adjusted to take into account any change in the period of the placement. Any adjustments will be made at the discretion of the Pharmacy Programs Administrator.

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The Pharmacy Programs Administrator reserves the right to seek the repayment of portions of the Allowance that have been overpaid as a result of a change in Pharmacy ownership or fulltime Pharmacist supervision, the period of the internship, or the termination of the placement.

### 7 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 on any issues that may arise in relation to a particular application.

### 8 RESOURCES

IIARP Program resources are available for download at [www.ppaonline.com.au](http://www.ppaonline.com.au).

Not in Use



**CONTACT THE SUPPORT CENTRE:** 1800 951 285 | [support@ppaonline.com.au](mailto:support@ppaonline.com.au)