

# PROGRAM RULES

## Rural Pharmacy Student Placement Allowance

February 2019



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## RURAL PHARMACY STUDENT PLACEMENT ALLOWANCE

### 1 INTRODUCTION

This document outlines the Program Rules governing the Rural Pharmacy Student Placement Allowance (RPSPA) Program. 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 RPSPA Program is an initiative of the Rural Pharmacy Workforce Program (RPWP). The RPWP is designed to strengthen and support the rural pharmacy workforce, and in turn increase access to quality pharmacy services for Patients residing in rural and remote regions of Australia.

RPSPA is one of the Rural Support Programs funded under the Sixth Community Pharmacy Agreement to support targeted programs and services that improve access to Pharmaceutical Benefits Scheme medicines and services for people living in rural and remote regions of Australia.

### 2 DEFINITIONS

**GST** means Goods and Services Tax.

**PhARIA** means Pharmacy Accessibility Remoteness Index of Australia.

**RPSPA** means Rural Pharmacy Student Placement Allowance.

**University** means a provider of pharmacy undergraduate or graduate entry courses leading to a registrable qualification as a Pharmacist.

### 3 BACKGROUND

The RPSPA provides financial support to encourage and enable Australian universities offering pharmacy courses leading to registration as a pharmacist to deliver student placements in rural communities.

### 4 ALLOWANCE VALUE

Each Allowance has a maximum value of \$3,000 plus GST per student per eligible placement. The RPSPA is paid via each student's university. Funds may only be used to assist with travel and accommodation costs for students traveling to eligible rural areas to undertake a Pharmacy Student placement.

## 5 ELIGIBILITY REQUIREMENTS

### 1.1 Eligibility of Applicants

**Student applicants** must:

- Be an Australian citizen or a permanent resident
- Be enrolled as a full-time student in an undergraduate pharmacy degree or as part of a graduate entry course (a course that leads directly to registration as a Pharmacist) at any Australian university
- Apply for the allowance through their university
- Provide a brief report detailing the activities undertaken while on placement, once the placement is complete
- Agree to participate in longitudinal studies on the recruitment of rural pharmacists to rural practice.

Student recipients are encouraged to seek employment in rural areas following graduation.

**Participating universities** must:

- Provide pharmacy undergraduate or graduate entry courses leading to a registrable qualification as a Pharmacist
- Provide application forms and these Program Rules to interested students
- Allocate allowances in accordance with these Program Rules
- Publicise and promote the RPSPA Program where appropriate
- Acknowledge assistance provided by the RPSPA in any public statements in relation to the performance of a RPSPA recipient
- Provide six-monthly reports to the Pharmacy Programs Administrator in relation to the distribution of the Allowance and the activities undertaken by RPSPA recipients
- Provide de-identified copies of Students' Placement Activity Reports to the Pharmacy Programs Administrator.

### 1.2 Eligible Rural Locations

For the purpose of the allowance, 'rural and remote' will be determined by the Pharmacy Accessibility Remoteness Index of Australia (PhARIA).

Placements funded under this Program must take place in PhARIA Category 2 to Category 6 locations.

The PhARIA for a particular location can be found by visiting <https://www.adelaide.edu.au/hugo-centre/services/pharia>.

During their degree, student applicants may apply for funding to undertake one placement in or close to their 'home' town (that is, their address used on admission to their course), provided that their 'home' town is located in a PhARIA Category 2 to Category 6 location.

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Placements in the town where the student's own university campus is based are not eligible for funding.

In the event of a dispute, the Pharmacy Programs Administrator reserves the right to determine whether a location is deemed eligible based on the categories above.

### 6 FUNDING ALLOCATION TO UNIVERSITIES

Funding will be allocated to each participating university at the beginning of each calendar year. Each university's funding will be calculated based on the total number of its Pharmacy Student placement hours undertaken in rural areas for the previous calendar year. Each university must submit these total placement hours to the Pharmacy Programs Administrator as part of its reporting requirements.

### 7 APPLICATION PROCESS

The student's university awards RPSAs to students on the basis of each individual student's application. Application forms are available from the applicant's university and are assessed by that university. Payment of an allowance is conditional upon the applicant satisfying the administrative requirements of the university.

Students may apply for more than one allowance in a given academic year. Forfeited allowances are not transferrable to another student.

Holders of Rural Pharmacy Scholarships and holders of Aboriginal and Torres Strait Islander Pharmacy Scholarships are eligible to apply for an RPSA.

Any disputes arising from the RPSA will be dealt with through the Pharmacy Programs Administrator in conjunction with the appeals procedures of the university concerned.

### 8 REPORTING REQUIREMENTS

**Students** must provide a brief Placement Activity Report detailing the activities that were undertaken while on placement, once the placement is complete.

**Universities** participating in the RPSA Program will be contracted by the Pharmacy Programs Administrator to deliver the Program. Universities are required to report on a six-monthly basis. Copies of universities' reports may be provided to the Department of Health.

University reporting requirements will be detailed in the RPSA Program Contract and will include:

- Progress Reports. Each Progress Report must include a completed Placement Report outlining the placement location, type of placement, duration of placement, actual cost of the placement, the allocation made to the student, and other statistical data (details will be included in the contract)
- Statements of Income and Expenditure, in a format acceptable to the Pharmacy Programs Administrator
- De-identified copies of each student's Placement Activity Report
- Updated Intellectual Property registers
- Student Placement Hours Reports

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- Audited Financial Statements to cover the most recent financial year
- A Final Report (to be provided when the university's participation in the Program has ceased).

### 9 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 the Allowance.

The Pharmacy Programs Administrator may provide the Australian Government with information about the assessment and allocation of the Allowance, the allocation of funds for this Allowance and about any issues that may arise in relation to a particular application.

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 registration and expenditure. The Pharmacy Programs Administrator may also verify proof of attendance with course providers.

### 10 RESOURCES

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

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