

INDIGENOUS HEALTH SERVICES PHARMACY SUPPORT PROGRAM

Registration and workflow for Aboriginal Community Controlled Health Organisations

May 2025



INDIGENOUS HEALTH SERVICES PHARMACY SUPPORT PROGRAM - ACCHOS

INTRODUCTION

The Indigenous Health Services Pharmacy Support (IHSPS) Program is funded by the Australian Government Department of Health and Aged Care (the Department) 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 (ACCHOs). 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 IHSPS Program Rules apply to this document.

1. Annual Registration

To participate, **all** ACCHOs are required to register for the IHSPS Program annually. The registration form requires authorisation by the organisation's Chief Executive Officer (CEO), or equivalent.

All ACCHOs who have participated in the most recent IHSPS Program cycle will receive an invitation to register to the program via email.

If your ACCHO has not participated in the most recent IHSPS Program cycle and would like to register, please contact the PPA Support Centre on **1800 951 285** and kindly request a registration link be generated for you.

2. Annual 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. This is repeated annually to ensure all details are correct.

3. Annual Work Plan Development and Submission

ACCHOs who 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 IHSPS Program Rules.

Upon completion, the Annual Work Plan must be submitted via email to the National Aboriginal Community Controlled Health Organisation (NACCHO) < qum@naccho.org.au for review and approval by the Pharmacy Programs Administrator. Requests that do not meet category requirements (including unapproved items) will be provided to the department for consideration.

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

4. Progress Report Submission

Participating ACCHOs who 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 IHSPS 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.



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Figure 1: Key activities for Program cycle Financial Year 25/26

1. Annual Registration	
What do I need to submit?	Please complete the online registration form provided to you via email. If you have not received an email, please contact the PPA Support Centre on 1800 951 285.
When do I need to submit?	The registration period closes 16 May 2025 at 11:59pm (AEST).
When will I be notified of an outcome?	The ACCHOs will be notified of their funding allocations from 1 July 2025.



2. Annual Work Plan	
What do I need to submit?	Please download and complete the Annual Work Plan and a copy of your signed Program Declaration Form
Who do I submit it to?	Send the completed documents to NACCHO at qum@naccho.org.au .
When do I need to submit?	The submission period closes 30 August 2025 at 11:59pm (AEST).



3. Progress Reports		
What do I need to submit?	Please complete the 'Progress Report' in your Work Plan	
Who do I submit it to?	Send the completed form to NACCHO at qum@naccho.org.au.	
When do I need to submit my 1 st report?	The 1^{st} report is due 31 Jan 2026 at 11:59pm (AEDT).	
Reporting Period: 1 July 2025 to 31 Dec 2025		
When do I need to submit my 2 nd report?	The 2 nd report is due 31 July 2026 at 11:59pm (AEST).	
Reporting Period: 1 Jan 2026 to 30 June 2026		