



INDIGENOUS HEALTH SERVICES PHARMACY SUPPORT PROGRAM

Registration and workflow
for State/Territory-run
Indigenous Health Services

May 2025

IHSPS PROGRAM – STATE-RUN IHS

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 State-run Indigenous Health Services (IHS). 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** State/Territory-run IHSs 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 State/Territory-run IHSs who have participated in the most recent IHSPS Program cycle will receive an invitation to register to the program via email.

If your State/Territory-run IHS 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

Once funding has been allocated, State/Territory-run IHSs **who have not delegated authority to a Service Provider**, 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 PPA Inbox <IHSPS@ppaonline.com.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 the PPA confirming acceptance of your Annual Work Plan.

4. Progress Report Submission

Participating State/Territory-run IHSs **who have not delegated authority to a Service Provider** 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 must be sent via email to the PPA Inbox <IHSPS@ppaonline.com.au>.

Where any of the required documents are not submitted by the due dates 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

