



Community
Pharmacy
Agreement

RURAL PHARMACY CONTINUING PROFESSIONAL EDUCATION (CPE) ALLOWANCE

Effective from 1 July 2015

Programme Specific Guidelines are currently available in draft form and will shortly be updated to comply with the Commonwealth Grants Rules and Guidelines. Updates to these programme guidelines will not change the intent of this programme, but will provide additional clarity for participants. This programme will continue to operate under these draft guidelines until updated programme guidelines are published.

PROGRAMME SPECIFIC GUIDELINES



Australian Government
Department of Health



The Pharmacy
Guild of Australia

TABLE OF CONTENTS

1.	Introduction.....	3
2.	Background.....	3
3.	Allowance value.....	3
4.	Participation Requirements.....	4
4.1	Eligibility of applicants.....	4
4.2	Eligible expenses.....	4
4.3	Eligible rural locations.....	4
5.	Application process.....	5
6.	Important information.....	5
7.	Resources.....	5
	Contact Details.....	5

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PROGRAMME SPECIFIC GUIDELINES

1. INTRODUCTION

This document outlines the Programme Specific Guidelines governing the Rural Pharmacy Continuing Professional Education (CPE) Allowance. This document must be read in conjunction with 6CPA General Terms and Conditions. Definitions in the 6CPA General Terms and Conditions apply in these Programme Specific Guidelines.

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

RPWP is part of the suite of Rural Support Programmes funded under the Sixth Community Pharmacy Agreement to support targeted programmes and services which improve access to PBS medicines and services for people living in rural and remote regions of Australia.

2. BACKGROUND

The 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 Guild.

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ELIGIBLE CPE EVENTS

The activities that are eligible to be funded through this allowance are:

- 1 travel and accommodation costs associated with participation in or delivery of Group 2 Accredited activities;
- 2 travel and accommodation costs associated with delivery of Group 3 activities;
- 3 participation in preceptor training activities;
- 4 travel and accommodation costs associated with participation in pharmacy workforce re-entry courses and other courses that will assist re-entry into pharmacy practice; and
- 5 costs associated with obtaining locum relief (i.e. locum travel and accommodation) while undertaking CPD/ Professional Development, but not including locum wages.

Funding will not be considered for:

- 1 registration fees;
- 2 overseas conferences;
- 3 costs associated with compulsory workshops and examinations for intern students undertaking an Intern Training Programme (eligible interns may apply for assistance with these costs through the Rural Intern Training Allowance – RITA);
- 4 meals;
- 5 locum wages;
- 6 car hire; or
- 7 travel to and from accommodation venue and CPD venue.

PROGRAMME SPECIFIC GUIDELINES

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 travelling to a group of practicing pharmacists in a rural area to deliver CPD;
- 3 reside and work in a rural or remote area of Australia (this criterion doesn't apply to professional educators travelling to a rural area to deliver CPD); and
- 4 provide evidence to substantiate 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 Guild will reserve the right to deem what costs will be considered as "reasonable" in relation to the allowance. Applications for allowances must be accompanied by a completed 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 Guild 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 Guild may request evidence to support such claims.

The activities that are eligible to be funded through this Allowance are:

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- 2 travel and accommodation costs associated with delivery of Group 3 activities;

- 3 participation in preceptor training activities;
- 4 travel and accommodation costs associated with participation in pharmacy workforce re-entry courses and other courses that will assist re-entry into pharmacy practice;
- 5 costs associated with obtaining locum relief (i.e. locum travel and accommodation) while undertaking CPD/ Professional Development, but not including locum wages.

Funding will not be considered for:

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- 5 locum wages;
- 6 car hire; or
- 7 travel to and from accommodation venue and CPD venue.

4.3 Eligible rural locations

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

PhARIAs for a particular location can be found by visiting the following web-site:

www.gisca.adelaide.edu.au/projects/pharia.html

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

PROGRAMME SPECIFIC GUIDELINES

5. APPLICATION PROCESS

The applicant must submit an official electronic application form and attach all required documentation in order to be considered for payment of an allowance. Application forms can be completed and submitted via www.6cpa.com.au. 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 Guild within 60 days of the conclusion of the CPD event. Late applications will not be accepted.

When calculating car expenses, the amount provided will be calculated using motor vehicle allowance rates, such as:

Engine Capacity (non-rotary)	Engine Capacity (rotary engine)	Rate – cents per kilometre
Above 2,600cc	Above 1,300cc	77
1,601 to 2,600cc	801 to 1,300cc	76
1,600cc and under	800cc and under	65

The minimum amount of kilometres that may be claimed is a 200km round trip; the maximum amount is a 500km round trip. Eligible applicants must provide a log book as evidence to support car travel.

Please note that the CPE Allowance is designed to contribute towards the costs incurred, not necessarily cover all costs.

Formal notice of payment of the allowance will be provided to the applicant if and where all eligibility criteria are met.

Unsuccessful applications may be resubmitted if a change of programme eligibility criteria cause the application to become eligible.

The Guild 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 Guild 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 Guild 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.

7. RESOURCES

CPE Allowance resources are available for download at www.6cpa.com.au

CONTACT

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