



Community  
Pharmacy  
Agreement

# RURAL INTERN TRAINING ALLOWANCE (RITA)

*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

## PROGRAMME SPECIFIC GUIDELINES

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## PROGRAMME SPECIFIC GUIDELINES

### 1. INTRODUCTION

This document outlines the Programme Specific Guidelines governing the Rural Intern Training Allowance (RITA). 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.

RITA is an initiative of the Rural Pharmacy Workforce Programme (RPWP), designed to strengthen and support the rural pharmacy workforce, in turn to 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

RITA provides financial support to assist intern pharmacists from rural and remote areas to access compulsory intern training programme activities. The allowance is awarded to intern pharmacists only.

The allowance is intended to defray travel and accommodation costs associated with undertaking compulsory intern training workshops, training days and examinations.

Travel and accommodation costs for all other eligible Compulsory Professional Development events attended by intern pharmacists are to be claimed through the Rural Pharmacy Continuing Professional Education Allowance.

### 3. ALLOWANCE VALUE

Eligible intern pharmacists are able to claim up to a maximum of \$1,500 per financial year.

### 4. PARTICIPATION REQUIREMENTS

#### 4.1 Eligibility of applicants

Applicants must:

- 1 be an Australian citizen or permanent resident and provide certified documents to demonstrate this;
- 2 be an intern pharmacist;

- 3 be residing and undertaking their intern year in a rural or remote area of Australia as defined by these Guidelines;
- 4 provide documents demonstrating attendance at an exam, workshop or training day that forms part of the Intern Training Programme; and
- 5 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

Applicants may only apply for reimbursement of travel and accommodation costs for attendance at events that form compulsory parts of their Intern Training Programme, such as:

- 1 Compulsory training days;
- 2 Compulsory workshops; and
- 3 Compulsory exams.

Funding will not be considered for:

- 1 any event that is not part of the Intern Training Programme
- 2 any fees associated with attendance at the training days, workshops or exams;
- 3 any overseas workshops, training days or exams;
- 4 meals;
- 5 car hire; and
- 6 travel to and from accommodation venue and training venue.

The Guild will reserve the right to deem what costs will be considered as “reasonable” in relation to the allowance.

#### 4.3 Eligible rural locations

For the purpose of the RITA, ‘rural and remote’ will be determined by the Pharmacy Accessibility Remoteness Index of Australia (PhARIA). Applicants must be residing in and completing their intern training year in PhARIAs 2–6.

PhARIAs for a particular location can be found by visiting the following website:

<http://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.

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### 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](http://www.6cpa.com.au). A separate application must be submitted for each event.

Applications will only be accepted on completion of the event. Applications must be received by the Guild within sixty (60) days of the conclusion of the event. Late applications will not be accepted.

Applications must also be accompanied by supporting documentation which includes but is not limited to: receipts detailing eligible expenditure, proof of Australian citizenship or permanent residency; and documentation demonstrating attendance at an exam, workshop or training day that forms part of the Intern Training Programme. Items for which no official tax invoice can be provided will not be funded.

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 200km; the maximum amount is 500km. Eligible applicants must provide a log book as evidence to support car travel.

Please note RITA 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 via email 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 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

RITA resources are available for download at [www.6cpa.com.au](http://www.6cpa.com.au).

## CONTACT

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