



Community  
Pharmacy  
Agreement

# RURAL PHARMACY LIAISON OFFICER (RPLO) PROGRAMME

*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 Pharmacy Liaison Officer (RPLO) Programme. 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.

The Rural Pharmacy Liaison Officer Programme is an initiative of the Rural Pharmacy Workforce Programme (RPWP). The RPWP is 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

As part of the Third Community Pharmacy Agreement, the Pharmacist Academics at University Departments of Rural Health (PAUDRH) Programme was established to raise the profile of pharmacy within the University Departments of Rural Health (UDRH) and pharmacy schools, and to enable rural pharmacists and pharmacy graduates to acquire the necessary skills to practice effectively in rural areas. However, evaluation of the Rural Pharmacy Workforce Programme (of which PAUDRH is an element), survey data and stakeholder feedback expressed the need to revise the programme to establish more tangible outcomes for the programme.

Under the Fourth Community Pharmacy Agreement, the Department and the Guild agreed to rename the PAUDRH Programme to the RPLO Programme in order to reflect the shifting focus and the revision of programme objectives.

### 3. AIM AND OBJECTIVES

The funding is being provided to further the objective of the RPLO Programme, which is to implement local level projects that will:

- 1 Provide support to both practicing rural community pharmacies and to pharmacy students undertaking clinical placements in rural areas;
- 2 Promote inter-professional collaboration with pharmacies, pharmacists, pharmacy students, and other universities;
- 3 Strengthen mentoring and advisory arrangements for pharmacies, pharmacists and pharmacy students; and
- 4 Facilitate professional development and networking opportunities for pharmacies, pharmacists and pharmacy students.

In order to meet the objective of the RPLO programme, the successful service providers will need to employ a number of practicable and measurable strategies to meet the objectives of the programme. Potential strategies that could be put in place (but not limited to) are listed below:

- 1 Promote rural pharmacy as a career choice:
  - (a) Engage with local students/pharmacy students/ graduates about rural pharmacy workforce practice;
  - (b) Engage with pharmacy students/graduates to raise awareness of local issues and arrangements; and
  - (c) Encourage pharmacists to practice in rural and remote communities
- 2 Identify local areas of need and facilitate local arrangements, in collaboration with other health professionals, to improve patient health outcomes:
  - (a) Build networks within rural pharmacy communities; and
  - (b) Encourage/facilitate pharmacist participation in meetings of other health professionals.
- 3 Support and maintain the rural pharmacy workforce:
  - (a) Provide advisory and mentoring support to pharmacists to enable them to become rural pharmacy preceptors and support ongoing development;
  - (b) Support rural communities and pharmacies and provide information regarding rural services and programmes including the Sixth Agreement programmes;
  - (c) Support rural pharmacists to access education opportunities;

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- (d) Encourage meaningful working opportunities through facilitation of a variety of work opportunities within the community (e.g. S100 arrangements, hospital, residential aged care facilities);
  - (e) Ensure effective pathways exist so as to attract the next generation of pharmacy graduates to work in a rural and remote pharmacy practice; and
  - (f) Engage students in learning and discussion about the environment in which a rural pharmacist operates (e.g. through career seminars).
- 4 Promote and support local links between pharmacy and other health professionals:
- (a) Encourage formation of a “health professional network” in area to discuss local health issues or linking in where one already exists;
  - (b) Build the linkages required to increase the amount of clinical placements available in rural and remote pharmacy practice; and
  - (c) Consider building alliances with other community and government workforce programmes.
- 5 Provide local support structures for pharmacy students undertaking clinical placements:
- (a) Build linkages with local pharmacy schools and placement programmes;
  - (b) Establish relationships with local pharmacies providing clinical placements;
  - (c) Facilitate inter-professional placement opportunities;
  - (d) Facilitate development of sustainable student networks to provide ongoing support for the graduates including their desire to learn and obtain new skills;
  - (e) Assist graduates to integrate into a rural pharmacy setting;
  - (f) Provide mentoring to pharmacy students in order to support their learning experience in rural areas; and
  - (g) Develop locally tailored programmes and methods that are specific to rural pharmacy and help to facilitate professional education and workplace training for all graduates.

### 4. REPORTING REQUIREMENTS

Universities participating in the Programme are required to report on a six-monthly basis. Reporting requirements will be detailed in the contract and will include:

- 1 A project plan to be provided at the beginning of each financial year;
- 2 A communications and promotions timetable to be provided at the beginning each financial year;
- 3 A progress report to cover the specified period (details to be included in contract, including specific Key Performance Indicators (KPI) to be met);
- 4 Income and expenditure statements for the specified period to be provided in a format acceptable to the Guild;
- 5 Audited financial statements to cover the most recent financial year; and
- 6 A final report (to be provided when participation in the Programme has ceased).

In addition, the Universities will be required to submit a position description for each officer engaged under the programme at the beginning of their contract period that is consistent with the activities included in their submission.

### 5. PAYMENTS

Payments will be made to the participating Universities based on the payment schedule outlined in their contract.

Payments will only be made on receipt of satisfactory reporting requirements and deliverables.

Should a position to undertake the services only be filled for a part of a period as specified in the payment schedule of the contract, then payment will be calculated on a pro-rata basis. Payment may be suspended should the position undertaking the services become vacant for a period exceeding one month.

The Guild reserves the right to withhold payment or terminate the contract with the University if contractual obligations are not met.

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### 6. IMPORTANT INFORMATION

The Guild may provide the Department of Health with information about the Programme, the use of funds under this Programme and on any issues that may arise in relation to a particular circumstance.

Any publications or promotional items that arise from participating in this Programme are required to include the following acknowledgement "This Programme is funded by the Australian Government Department of Health as part of the Sixth Community Pharmacy Agreement".

### 7. RESOURCES

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

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### CONTACT

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